Halsey

Norfolk, Va.

VIRGINIA SURVEY

From Helen Bryan
To Mary Anderson, Director, Women's Bureau
Subject: Investigation Elizabeth Knitting Mills (Owned by Mr. Sloan)
a. Address: Money Point Car Line, South Norfolk
b. Location: About 40 minutes ride from business center of Norfolk
C. Accessible? Accessible by car.

Date: December 11, 1919.

1. Persons interviewed: Forelady - Miss Lillian Wommack
Superintendent: Mr. Walter Harrall

2. Product: Knitted drawers and shirts.

3. Number of employees: Total 235 Women (all white) 132
Men - white - 94
Men - colored - 9
Under 16 None

4. Hours: Regularly work a 48 hour week. 8 a.m. to 5:15 with ½ hour for lunch. Saturdays till 12;15. When working 8 hours sometimes have overtime but never over ten hours. Working 10 hour day on day of visit so as to be able to give girls time off during Christmas week. 10 hour day from 7:30 a.m. till 6 p.m. with half hour for lunch and from 7:30 a.m. till 3 p.m. on Saturdays.

5. Workroom conditions
a. Description: Main building is of brick - three stories. One workroom (seaming room) is on first floor of this building. Main workroom occupies all of one story brick building. Annex and main building have wood floors and ceilings. Packing room at one end of main workroom, partitioned off by low wood partition.
b. Cleaning: One man employed to do cleaning, does sweeping and scrubs once in a long while. Floors in wood room fairly clean, those in toilet room vile.
c. Heating: Heated by overhead steam pipes.
d. Lighting: Windows on four sides of main workroom and on one side of seaming room. Drop lights, shaded for every four machines (two facing each other). Lighting adequate in main room.
e. Ventilation: Ventilation by window - adequate.

6. Occupations
a. List all occupations:
Men— Knitting, heavy packing, receiving and shipping.

Women—
1. Seaming fleece lined underwear.
2. Turning underwear to right side.
3. Overseaming (right side flat seam)

6. Occupations (cont'd)
   a. List all occupations (cont'd)
      4. Putting on bands to finish drawers and shirts.
      5. Finishing shirt - fronting neck.
      6. Banding button stay.
      7. Putting in labels.
      8. Button holing (machine)
      9. Putting on buttons (machine)
      10. Eyelets at back of drawers for draw string.
      11. Inspection, clipping threads and putting in draw strings.
      12. Paste boarding for pressing.
      13. Folding after pressing.
      14. Overlooking for sizes.
      15. Boxing 6 in a box and tying.
   b. Hazards: From constant standing by inspectors, pasteboarders, boxers, etc.
   c. Sitting or standing: Kitchen chair type chair with backs provided operators. High stools provided inspectors who work piece work and therefore haven't enough time to sit down to work. No chairs for paste boarders. Packers stools without backs.
   d. Seats: (See c)

7. Safety
   a. Firescapes: No firescapes needed on first floor and one story annex. Automatic sprinklers on ceiling. Buckets filled with water hung around on posts at intervals of 12 or 15 feet apart.
   b. Guarding machinery: Machine guards not needed.
   c. Uniform: No uniform.
   d. Doors:

8. Sanitation
   a. Drinking facilities (kind and location): Barrel filled from pipe with city water. Has one spigot. Some employees use their own cups but a common cup is provided.
   b. Washroom
      1. Location and description: Sink in little room included inside partition with two toilet seats. 2 hydrants over sink with cold running water. One mirror. Some wraps on hooks.
      2. Soap: No soap provided.
      3. Towel: No towel provided.
   c. Toilet
      1. Location and description, number of toilets: Two toilet seats separated from each other in room partitioned off by concrete partition from main workroom, includes sink also. No door to this room. Floor and seats of toilet vile and dirty. Room not scrubbed often enough. Out of toilet paper in one room. Two seats for 132 women.
      2. Number girls per toilet (seat): 2 seats for 132 women

9. Service and welfare facilities:
   a. Lunchroom and restroom (location and description): No lunch or rest rooms.
   b. Cloak room and locker facilities: No cloak room or lockers. Clothes hung around work room on hooks.
   c. Health service
      1. First aid equipment: Johnson's First Aid Kit, well equipped in Superintendent's office.
      2. Person in charge:
      3. Health records: No health records kept.

10. Employment management
   a. Who hires: The foreman.
   b. Who fires: " "
   c. Who transfers: No transfer system.
   d. Records:
   e. Labor turnover: No labor turnover record except payroll sheet.

11. Recommendations:
   1 - 2 - 3
   4. Should have sweeping and scrubbing done more regularly. Someone should regularly supervise the care and cleaning of the toilet room which was in a dreadful condition.
   5. Adjustable steel chairs with backs should be provided, each of the inspectors, pasteboarders and boxers, and the work adjusted to make possible their use.
   6. Sanitary drinking facilities should be provided with pure clean water and individual drinking cups.
   7. An adequate washroom should be built containing a sufficient number of sanitary basins, hot and cold running water, liquid soap and individual towels.
   8. At least one toilet seat for each 20 employees should be provided. The toilet room should be partitioned off and far enough removed from work-room activities to allow for privacy. Modern plumbing facilities should be installed and care taken that a supply of toilet paper is not exhausted.
   9. Lunch room and rest room should be provided and properly equipped. Provision for some hot drink or food should be made.
   10. A dressing room or cloak room should be provided equipped with an individual, full size steel locker for each employee.
   11. Health records should be kept.
   12. A definite employment policy should be adopted. Records kept of hirings, separations, transfers, wages, demotions, promotions and labor turnover.

Norfolk, Va.

VIRGINIA SURVEY

From Helen Bryan
To Mary Anderson, Director Women's Bureau
Subject: Investigation, Chesapeake Knitting Mills
a. Address: Louisa and Allegheny Sts., Berkeley,
b. Location: About 30 minutes ride on Money Point car from Norfolk.
c. Accessible: Accessible by car.

Date: December 11, 1919.

1. Persons interviewed: Mr. , Manager.

2. Product: Knitted union-suits, drawers and shirts.

3. Number of Employees: Total 342

Women	-- white	126	
"	colored	104	
Men	--white	80	
"	colored	24	
Under 16-Boys		6	with permits
" " Girls		2	" "

4. Hours: Regularly work a 48 hour week.
Beginning 8 a.m. Ending 5:15 p.m. with ½ hour for lunch.
Saturday " 8 a.m. " 12:15 p.m.

When working 8 hours sometimes have overtime but never work more than 10 hours daily. Working 10 hours daily the week visit was made to enable employees to have time off before Christmas or during Christmas week.

5. Work-room conditions
a. Description: Main building - 3 story brick with annex 1 story high. Main building has two work-rooms for women. The one on second floor for making shirts and drawers (Power sewing machine work). The work-room on the first floor is for pressing, packing, etc. The Annex contains one large work-room where union-suits are made (power sewing machine work). In a separate building on the first floor are two work-rooms. In one is the box department where white women are employed. In the other which is separated from the first by a concrete wall down the middle of the building, colored women operate power machines.
b. Cleaning: Floors scrubbed about three times a year. 2 colored women employed to sweep and keep toilets clean. Floors in work-rooms clean. Toilets in very bad condition.
c. Heating: By overhead steam pipes.
d. Lighting: Windows on four sides second floor work-room in main building. Shaded drop lights over every four machines (two facing). Work-room on first floor main building has windows on one side and at one end and a few drop lights. Work of pasteboarding and packing in this room requires no eye strain. The annex has

5. Work-room conditions
   d. Lighting (cont'd)
      large windows on two sides and shaded drop lights one for every four machines (2 facing). The box department work-room has windows on one side and at both ends and a few drop lights (unshaded). The seaming room in the same building with the box department has windows on one side and at one end. There are small drop lights for every 4 machines (2 facing) but they are not shaded.
   e. Ventilation: By windows. Could be good if regulated.

6. Occupations
   a. List all occupations
      White women:— Seaming, overseaming, finishing,around necks, bands, bindings etc. (power sewing machines). Making button holes and sewing on buttons (power machines). Cardboarding for pressing, folding underwear and packing in boxes. Paper box making - operating 4 machines for top bottom and side covering - and helping by folding in edges of covering.

      Colored women:— Seaming and inspection of seaming (power sewing machines).

   b. Describe operations involving hazards or strain, unusual: Strain from continuous standing by past boarders and packers and folders.
   c. Sitting or standing:

   d. Seats: Chairs with backs, kitchen style, for all machine operators. None for pastboarders, folders and packers.

7. Safety
   a. Firescapes: One firescape on main building and two fire exits from box department. Wood stairs with solid wood railing to second floor of main building. Automatic sprinkler system in all work-rooms. Water buckets hung all around.
   b. Guarding machinery:
   c. Uniform: No uniforms.
   d. Doors:

8. Sanitation
   a. Drinking facilities (kind and location): Running water is provided in the one washroom for the mainx building and annex and in the washroom in the box department and the washroom in the seaming department where colored women are employed. There are no individual cups provided. Some employees provided their own cups, others use a common cup.
   b. Washroom
      1. Location and description: A combination toilet and washroom is built in the corner of the annex work room for the use of the women employees in the main building and annex. There were two enameled sinks with two hydrants (cold water) each

8. Sanitation
   b. Washroom (cont'd.)
      1. Location and description:
         and one double sink with four hydrants (cold water). No soap and no towels are provided. In the corner of the box department work-room, a space is partitioned off containing a sink (cold water) with one spigot. No soap and no towels. A space in the corner of the seaming room where colored women are employed is partitioned off for wash room and toilet purposes. It contains a sink with one hydrant (cold water). No towels and no soap provided.
      2. Soap: No soap provided.
      3. Towel: No towels provided.
   c. Toilets
      1. Location and description, number of toilets: In the toilet and washroom in the annex 4 toilet seats are provided. In the toilet room in the Box Department 2 seats and in the toilet room for colored women employees. Toilet paper is furnished but most of the toilets were without. The toilet rooms in the box and seaming rooms were very dirty.
      2. Number girls per toilet (seat):
         1 seat for about every 30 women in toilet in Annex
         1 " " " " 6 or 7 " in " in Box Dept.
         1 " " " " 50 colored women

9. Service and welfare facilities:
   a. Lunchroom and restroom (Location and description): No lunch or rest rooms are provided. Employees eat lunches at work places or when it is warm go outside.
   b. Cloak room and locker facilities: No locker facilities or cloak rooms. Workers hang wraps and hats on hooks around rooms.
   c. Health service
      1. First aid equipment: Johnsons First Aid Kit in Manager's office.
      2. Person in charge:
      3. Health records:

10. Employment management
   a. Who hires? Manager
   b. Who fires? Foreman of each department or manager after consultation with each other.
   c. Who transfers? No transfer system.
   d. Records:
   e. Labor turnover: No turnover records except payroll sheets.

11. Recommendations:

1 - 2 - 3

4. A more adequate cleaning force should be employed and special care and supervision of cleanliness of wash and toilet rooms given.
5. All drop lights should be shaded.
6. Ventilation by window should be regulated so as to insure plenty of fresh air.
7. Adjustable seats with backs should be provided and where the work is such as to prevent their use while working regular rest periods should be provided.
8. Sanitary drinking facilities should be provided and individual drinking cups.
9. One wash basin for every 20 employees should be provided and hot and cold running water, liquid soap and individual towels.
10. One toilet seat for every 20 employees should be provided. The toilet rooms should be kept cleaner and the toilets flushed.
11. Lunch, rest and locker room facilities should be provided.
12. Health records should be kept.
13. A definite policy with regard to employment should be adopted and records kept of hirings, separations, transfers, demotions, promotions, wages, labor turnover, etc.

Lynchburg, Ve. 3

VIRGINIA SURVEY

From A. Peterson
To Miss Anderson
Subject Investigation: Lynchburg Hosiery Mills
a. Address:
b. Location:
c. Accessible?

Date: December 5, 1919

1. Persons interviewed: Miss Nellie Harris
Mr. Nelson, Superintendent, also foreman.

2. Product: Men's Hose

3. Number of employees: Total 173 Men 65 Women 108
White 167 " 59 " 108
Colored 6 " 6
Children under 16: Total 29 Boys 22 Girls 7
Somestimes have more. Many machines idle.

4. Hours: Beginning 7 a.m. Ending 5:45 p.m. Saturday 1 p.m. lunch 45-
Days 6 Total daily 10 Total weekly 56
Children begin 7 a.m. Ending 4 p.m.
Days 6 Total daily 8:15 Weekly 47:15
Overtime None. Expect to put in 9 hour day. Owner has been ill two weeks. Miss Harris stated that it is his plan to work on a 9 hour basis as soon as he returns.

5. Workroom conditions:
a. Description: Two story brick building, old, being remodeled - new floors being put in. New part second story built on West end. Stairway up about center, wood inclosed. Stairway steps and floors on first floor East end need relaying. Walls unfinished brick, whitewashed not recently except new second floor on West end. Machines were length of room in East half, second floor, a few on first floor. ("Toe sewing" South wall) Finishing department is located in East end first floor. Boarding and mending is done in West end first floor, but some menders work on second floor, using tables with idle machines for work table. Storage West end second floor, (most pleasant room in factory). Both floors partitioned off into two rooms. Piles of stock subdivides first floor West end into two divisions.
b. Cleaning: White man sweeper, said to sweep every day. Factory very crowded and floors not well swept. Toilets need sweeping and scrubbing. Leavings of paper, shoes and rags on floor. Windows fairly clean. Walls in all rooms but new second story part need to be whitewashed.
c. Heating: Steam pipes around walls.
d. Lighting: Windows all around building so workrooms have windows on three sides. Piles of socks and stacks of boxes piled on first floor cut out light from center. Unshaded electric lights installed, only very few lighted. Natural light adequate, altho shelves filled with boxes extending through center of room on first floor cut off all light from North side for loopers who

5. Work room conditions
   d. Lighting: (cont'd):
      work near windows on South side so only need artificial light late afternoon or dark days. Muslin hangs at windows and can be drawn if sun is too hot. Curtains need laundering.
   e. Ventilation: Natural through windows and doors. Both windows and doors open at time of investigation.

6. Occupations:
   a. List all occupations:

Women	Men	
6	8	Toppers
26	7	Topping and knitting Knitters
24		Sewing and inspecting
17		Looping
10		Mending
	13	Boarding
22		Finishing (Pairing,folding,boxing,stamping)
	2	Press
((White)	6	Turning
(Colored)	4	Turning
White	1	Dyeing
Colored	2	Dyeing
3 White	1	Office
"	1	Night watchman (also sweeps)
"	1	Sweeper
	11	General helpers, laborers and packers

   b. Describe operations involving hazards or strain, unusual: None, except from strain of standing at work and poor seating provided.
   c. Sitting or standing: All women sit at work except those operating topping and knitting machines.
   d. Seats: Home made bench stools - board nailed on as back supporter on some. Some ordinary chairs in use also.

7. Safety
   a. Firescapes: No firescape, but sprinkler system installed. Exits provided by outside runway from each end of building on second floor. Hill back of factory and runway extends across low ground to elevation even with second floor back of building.
   b. Guarding machinery: Machinery guarded.
   c. Uniform: None.
   d. Doors: Doors open out.

8. Sanitation
   a. Drinking facilities (Kind and location):New bubblers, city water over sink in operating room on second floor. Cold water faucet over sinks in toilet room, 1st floor West end, 2nd floor West end and in work room 1st floor East,common drinking cup there.
   b. Washroom
      1. (next page)

8. Sanitation
   b. Washroom
      1. Location and description: None, except cold water faucets.
      2. Soap: None
      3. Towel: None
   c. Toilet
      1. Location and description, number of toilets: There are three toilets for women. One on first floor. Room built in center of building - 2 seats - unscreened - door to compartment opens into workroom. Second floor two. One in new part, just completed, and not marked, and one in old part. New one has only 1 seat, compartment not large, but toilet is screened. Old toilet room has two seats, one evidently placed recently and not screened, one screened. Door to compartment opens into workroom. All three rooms also used as cloakroom. In need of sweeping and scrubbing.
      2. Number girls per toilet (seat):
         Using 51 2 seats 25½ per seat on first floor
         " 56 3 " 18-2/3 per seat on second floor

9. Service and welfare facilities:
   a. Lunchroom and restroom (location and description): None.
   b. Cloak room and locker facilities: Toilet room also serves as cloak room. Clothes hang on walls of room.
   c. Health service: Doctor called if needed. Such arrangement made with Insurance Company. No accident for five years.
      1. First aid equipment: Bandages and dressing with turpentine, iodine, aromatic spirits of ammonia and aspirin kept in in office.
      2. Person in charge: Miss Harris
      3. Health records: None, except what doctor would keep if called.

10. Employment management:
   a. Who hires? Foreman of department.
   b. Who fires? " " "
   c. Who transfers? Foremen, only on request - if worker preferred change, etc.
   d. Records: Payroll only.
   e. Labor turnover: Nothing known about it except Miss Harris figured for one month - "Toom on 20, 12 left." Did not know whether any were of the new people taken on that month or not. Difficult to get help. "Lynchburg top heavy with employment for women." Investigator reasons this to mean that competition makes it necessary to have good wages and good hours.

11. Recommendations:
   1 - 2 - 3
   4. That workrooms floors be scrubbed and walls be whitewashed at least once every six months. That toilets be scrubbed at least once a week.
   5. That electric lights be shaded and adjusted so as to give better local light on first floor.

11. Recommendations: (cont'd.)

6. That adjustable chairs with backs be provided.
7. That wood runways from second floor be replaced with steel or concrete to afford better fire protection.
8. That instantaneous fire extinguishers be supplied.
9. That sanitary drinking facilities be supplied in all workrooms.
10. That washing facilities including hot water, liquid soap and sanitary towels be provided.
11. That all toilets be properly screened and that at least one for each 20 workers be provided. (Many idle machines and at times more people work there).
12. That lunch room and rest room be provided.
13. That real cloakroom with individual lockers be provided.
14. That first aid equipment be provided and competent person be placed in charge.
15. That definite employment policy be adopted and employment records kept.

Haley

Norfolk, Virginia.

4

VIRGINIA SURVEY

From Helen Bryan
To Mary Anderson, Director Women's Bureau
Subject: Investigation Parker Hosiery Mills
a. Address: High St. and Belt Line, Portsmouth, Va.
b. Location: About twenty minutes ride from Ferry and center of Portsmouth business section.
c. Accessible: Accessible by car.

Date: December 12, 1919.

1. Persons interviewed : Mr. W. S. Griffin, Superintendent

2. Product: Children and Misses Hose

3. Number of employees: Total 134 Women White 77 Colored 23
Men " 12 " 12
Under 16 Boys white 5
" " Girls " 5

4. Hours: Beginning 7:30 a.m. Ending 6 p.m. Saturday 12 M.
Boys and girls" 7:30 a.m. " 4 p.m. " " "
Lunch period 30 minutes.

5. Work-room conditions
a. Description: Two-story brick building contains offices, finishing room and drying and shaping room on first floor and knitting room on second floor. Paper box department on first floor of adjoining brick building. Wood floors and ceilings, inside walls brick, stairs wooden with wood banister (not inclosed).
b. Cleaning: Two women supposed to come in twice a week to do scrubbing, sweeping and cleaning of toilets. They do not come regularly, however, and as a result the toilets are in a terrible condition. One of the women workers was cleaning out one of the toilets on day of visit. She said it had got so bad she couldn't stand it any longer. Boys clean up trash around machines.
c. Heating: Overhead steam pipes.
d. Lighting: Windows on four sides of finishing and knitting rooms. Shaded drop lights at regular intervals. Drying and shaping room has windows on three sides and electric lights close to ceiling, not shaded. Box department has windows on four sides and electric lights near low ceiling (about 140 candle power).
e. Ventilation: By windows, satisfactory.

6. Occupations
a, List all occupations:
1. Knitting legs of stockings on "Ribbing machines" (automatic) Done by white women.
2. Knitting feet on to legs on "Footer machines" (automatic) Done by white women.
3. Drying (from dyes) and shaping stockings on forms. Done by colored women.
4. Stamping, folding, putting on stickers or labels, mating stockings and boxing, and labeling boxes. White women

6. Occupations
   a. List all occupations (cont'd.)
      5. Making paper boxes, operating covering and stripping machines, and putting flies in boxes.
   b. Describe operations involving hazards or strain, unusual: Possibility of getting hands caught under knife in covering and stripping machines. Continuous standing by knitters, dryers and shapers, and all in finishing room.
   c. Sitting or standing: Continuous standing by knitters, dryers and shapers and all in finishing room.
   d. Seats: No seats provided for knitters, dryers and shapers and those in finishing room, stamping, labeling, making boxes, etc.

7. Safety:
   a. Firescapes: Two-story building. No firescapes. One stairway for each building, wide with wooden steps and wooden railing, not inclosed.
   b. Guarding machinery: None needed.
   c. Uniform: No uniforms.
   d. Doors:

8. Sanitation
   a. Drinking facilities (kind and location): Bubble fountains in all workrooms.
   b. Washroom
      1. Location and description: Sink with one hydrant (cold water) at side of knitting room. No soap or towels furnished. Some girls bring their own soap and towels. Sink with one spigot (cold water) in finishing room. No towels and no soap. Galvanized sink with one hydrant (cold water) in Box department. No soap No towels. Iron sink in drying and shaping room. One spigot, no soap and no towels.
      2. Soap: None furnished.
      3. Towels: " "
   c. Toilet
      1. Location and description, number of toilets: Toilets for employees in knitting and finishing rooms consist of three seats partitioned off from each other by wood partitions with doors opening directly into the knitting room. The equipment looks old and the plumbing was all out of order so toilets did not flush. No care seems to be taken to keep sufficient supply of paper on hand. One seat out of order so door locked. Seats and floors dirty. Three toilet seats off drying and shaping room (boxes in front of one door make it inaccessible) Doors open directly in to work-room. Dirty and plumbing out of order. Two seats, screened by small wooden partitions, built off of work room of box department. Plumbing out of order, paper and dirt all over floor; seats, etc. dirty.
      2. Number girls per toilet (seat):

9. Service and welfare facilities
   a. Lunchroom and restroom (location and description): No lunch room or rest room facilities.
   b. Cloak room and locker facilities: Cloak room for knitting room employees partitioned off in center of room by 8 foot board partition. Hooks around walls, one mirror and one chair. No cloak rooms for other departments or work-rooms. Employees hang hats and wraps in toilets or about the room on posts and nails in walls.
   c. Medicine cabinet in office contains bandages and a few remedies.
   Person in charge:
   Health records:

10. Employment management
   a. Who hires? Superintendent hires.
   b. Who fires? " fires.
   c. Who transfers? No transfer records.
   d. Records:
   e. Labor turnover: No records of labor turnover except pay roll sheets

11. Recommendations:
   1 - 2 - 3
   4. Adequate cleaning force regularly on the job. Floors swept and scrubbed more frequently. Toilets kept clean.
   5. Have safety expert look at stripping and covering machines to see if guard on knife can be devised.
   6. Seats with backs should be provided each employee to be used while working wherever possible and at regular rest periods where work requires standing.
   7. Sanitary drinking facilities should be provided and individual cups.
   8. Sanitary wash basins should be provided one for every 20 employees, hot and cold running water, liquid soap and individual towels.
   9. Sufficient number of toilets should be provided. Plumbing should be kept in order so toilets would flush and toilets should not open directly into work-rooms. Sufficient supply of toilet paper should be provided.
   10. Lunch, rest and locker room facilities should be provided.
   11. First aid equipment should be provided and health records kept.
   12. A definite employment policy should be adopted and records kept of hirings, separations, transfers, wages, promotions, demotions, and labor turnover.

Danville, Va. 5

VIRGINIA SURVEY.

From A. Peterson
To Miss Anderson
Subject: Investigation - Danville Knitting Mills
Branch Bonar Cotton Mill near Birmingham, Ala.

a. Address:
b. Location: Corner Newton and Lynn
c. Accessible: Accessible
Inaccessible

Date 12-1-19.

1. Persons interviewed: C. H. Culpepper, Supt.
John Owen, foreman
Blanch Brandoan, forelady
Bookkeeper

2. Product: Hosiery

3. Number of employees: Total: 317 Men: 86 Women: 231
White " 313 " 82 " 231
Colored " 4 " 4
Under 16: full time Boys: 19 Girls: 17
after school " 3 " 2
About 75 names on list for home work. Only a few of employees take work home. (mending) Mr. Culpepper stated home work was not a satisfactory arrangement. "don't know whether you get same goods back."

4. Hours: Beginning 7 a.m. Ending 5.30 p.m. Saturday 12
Children " 7 a.m. " 3:30 " 12
3:30 or 4 " 5:30
Adults: number of days: 6 Total daily: 10 Weekly: 55
Children: " " " 6 " " 8 " 45
After school children" 6 " " 2 to 2½ " 15 to 17½

That the Supt. wanted her department to work over time a short time ago and she said the law limited the hours to 10 - he thought not- but looked it up and found it was so. She hopes the 8 hour law will go t through. "Long enough, this way we have no time for ourselves." Sometime ago the plant ran 9½ hours and she stated that her department books showed the same output as for 10 hour day periods. She has finishing department, so everything goes through her department. Does not know why they went back to a 10 hour day.

5. Work-room conditions:
a. Description: Two three story brick buildings and additional service basement used for one factory, joined by passageway. Old building but well kept up except cleaning, etc. Floors wood, except 1st and box factory which is cement in wash and steam room. Brick walls whitewashed within a year. Aisles between machines wide enough for tables at which loopers work. Board guard partition along aisle where belts are exposed on outside single row of machines. Evidence of spitting on floors. Pools of water standing in holes in laundry.
b. Cleaning: Colored man supposed to clean. Said to sweep once a day, but Miss Brandoan said she can only get him every other day. Toilets and floors need scrubbing. Miss B. scrubs toilet floors off her work room once a week. Prefers to do that to letting them go and using unkept toilet.

5. Workroom conditions:

b. Cleaning (cont'd.) Girls clean around own machine every Saturday--claim machines stop 15 minutes early to allow for this -- doubt it because of change in answer when realizing why question was asked. The work rooms all need cleaning -- finishing room only floor which gave evidence of recent sweeping. Cloak room floors need scrubbing and sweeping. Cafeterio however was clean andorderly.

c. Heating: Steam pipes.

d. Lighting: Frosted windows around on all sides of building. All workrooms but box factory, laundry and drying room, have windows on 2 or 3 sides. Skylights over 3rd floor East Bldg. and 1st floor North end. Sufficient natural light except in boarding room, laundry, drying room, box factory, engine room and shipping room. Unshaded electric lights installed in sufficient number for night use if necessary. White muslin curtains heavy with lint and dust accumulation have been hung and can be drawn across windows on South and West sides if needed.

e. Ventilation: Natural ventilation through windows, not sufficient for ~~st~~ steam in room on first floor where drying after dying takes place - exhaust needed there.

6. Occupations:

a. List of all occupations:

All white.

Office	4	women	
Cafeteria	2	"	
Knitters	40	"	
Looping	53	"	
Toppers & Knitters	4	"	
Toppers	25	"	(mostly children)
Inspection	44	"	
Mending	7	"	
Arrows	12	"	
Taggers	3	"	
Folders	5	"	
Boxers	4	"	
Stampers	1	"	2 men
Labelers	1	"	
Paper box	5	"	
Toe sewers	9	"	(machine)
# Lemmers	12	"	(machine)
Forelady	1	"	
Turners	9	boys	
3 Lingers	8	boys	
*General work	31	men	(3 boys) *Machinists, cleaner, sweepers, etc.
Foremen	6	"	
Shipping clerks	3	"	
Presswork	8	"	(2 boys)
Printer	1	"	
Floor help	2		
Box dept.	4	"	
Dye room	4	"	(colored)

6. Occupations (cont'd.)
   b. Describe operations involving hazards or strain, unusual: No hazard except from standing at work and possibly from steam in Boarding room Handling newly dyed black hose colors hands and washing facilities not good.
   c. Sitting or standing: All knitters stand. Toppers who loop and operate machine stand. Loopers, toe sewers, in fact all others sit or can sit. 2 women covering boxes by machine sit. 3 women covering boxes by hand sit.
   d. Seats: Stools (round) and some chairs for loopers. Chairs for inspectors and packers. Stools stand around in knitting room but knitters can not use them. Ordinary chairs with back in box dept.

7. Safety:
   a. Firescapes: Sprinkling system installed. No firescape. Exits not marked, stairways wood inclosed.
   b. Guarding machinery: Machines guarded. Elevators guarded.
   c. Uniforms: None
   d. Doors: Doors open in.

8. Sanitation:
   a. Drinking facilities (Kind and location): New sanitary cooler with big cup bubbler in knitting room. Being tried out and if satisfactory to be installed in other rooms. Each worker had own glass in other workrooms. Influenza felt very much in plant and special emphasis has been put upon this matter.
   b. Washroom:
      1. Location and description: Faucet over sink in each work room. No washing facilities in cloak rooms except off press room on first floor.
      2. Soap: None except for office help.
      3. Towels: None, except for office help.
   c. Toilet:
      1. Location and description, number of toilets: Toilets off each work room. Door 2/3 up on wall of work room, door foot higher back about 3 ft. Therefore toilets really open into work room. Button flush--all unkept except off finishing room. Miss Brandoan has put up canvas curtain over tops of doors in her room. In knitting room women's toilet adjoins men's toilet. Men's door reaches to ceiling.
      2. Number of girls per toilet (seat):

1 Knitting room for women	69 --	2 seats	--34½
1 " " " "	6 --	1 "	-- 6
Toe sewing, hemming and looping room	68 --	3 "	--24 2/3
Finishing room (3 but 1 nailed up)	61 --	2 "	--31½
First floor	20 --	2 "	--10
Paper box	5 --	1 "	-- 5

Miss Brandoan stated that some time ago the paper bought for use in the toilet was the used paper towels from the office and she objected. Now gets paper from wrappings, etc.

9. Service and welfare facilities
   a. Lunchroom and restroom (Location and description): Cafeteria on first floor. Windows two sides - attractive room. No special rest room except cot in one cloak room on second floor.
   b. Cloak room and locker facilities: Four cloak rooms. Knitters on 1st floor near cafeteria - 2 windows. Clothes hang around on walls, board out from wall above hooks - makes it possible to place hats on it - not regular shelf - 6 or 8 inch space between wall and board. Mirror and shelf a sort of dressing table arrangement in center. This also serves as a sort of screen in addition to door and is across center of room. Needs sweeping and scrubbing. Toe sewers, hemmers and those on third floor of East Building use dressing room on second floor and the finishers use another on second floor. Both have racks and shelf for putting of hats. One has two windows, other five. In better order than knitters' room but need scrubbing. Cot in one and chair. First floor workers have to use improvised place partitioned off on South wall around the toilet entrance. Only toilet entrance which is properly screened. Clothes hang on wall -- dirty floor.
   c. Health service
      1. First Aid Equipment: 2. Person in charge: Johnson Cabinet in Miss Brandoan's cloak room and she has charge. Cot too in her cloak room.
      3. Health records: None.

10. Employment Management
   a. Who hires? Superintendent and foreman or forelady.
   b. Who fires? " " " " "
   c. Who transfers? Not done unless with consent of foreman or forelady, so all take a hand.
   d. Records: Card record of each, as to occupation, length of employment, etc.
   e. Labor turnover: Most of the employees except the children stay on, no great labor turnover.

11. Recommendations:
   1 - 2 - 3
   1. That cement floor in laundry be repaired so that there are no holes and that water drains.
   2. That walls be white washed once every six months and floors be scrubbed once every six months.
   3. That cloak rooms and toilets be scrubbed once every week, and that some one person be assigned to see that it is done, and that it is not necessary for workers or forelady to do this kind of work.
   4. That electric lights be shaded and that curtains be dusted at intervals and laundered at least once every six months.
   5. That exhaust be installed in first floor work room to carry off steam from boarding room and in laundry.
   6. That adjustable chairs with backs be provided, and that knitters be given at least 10 minutes during the morning and 10 minutes during the afternoon for rest and relaxation.
   7. That fire escape be installed. That exits be marked.
   8. That sanitary drinking facilities be provided throughout the plant, and individual towels be provided.

11. Recommendations: (cont'd.)

9. That washing facilities including hot water, liquid soap and individual towels be provided.
10. That properly screened toilets be provided.
11. That some arrangement be made for a place to rest. Operating knitting machines and topping machines hard work and topping especially demands constant and continuous attention and operators should have some place in which to relax a few minutes morning and afternoon.

— Virginia —

Paper & Paper Products

13 Schedules

Richmond, Va.

From A. H. Campbell
To Miss Mary Anderson, Director Women's Bureau
Subject: Investigation Albermarle Paper Co.
a. Address: Foot of Cherry St.
b. Location: Across the railroad tracks on the bank of the river.
c. Accessible: Inaccessible

Date: November 21, 1919.

1. Persons interviewed: Mr. Mowrey, General superintendent.

2. Product: Blotting paper.

3. Number of employees: Total 100 Men 72 Women 28 Children None
White " 32 " 20
Colored " 40 " 8

4. Hours: The plant runs in two shifts, one of 11 hours and one of 13 hours. Women work a separate schedule of hours as follows:
Beginning 8 a.m. Ending 5:p.m. Saturday 8 a.m. to 12:45 p.m.
Lunch period 45 minutes. Number of days 6 Total daily 8 hrs.15 min.
Saturday 4 hours 45 min. Weekly 46 hours.

Hours of men on the two shifts: a-11 hours b-13 hours
a. Beginning 7 a.m. Ending 6 p.m.
b. " 6 p.m. " 7 a.m.
Lunch period 45 minutes. Supper period 1 hour. Total weekly 56 hrs.
Number of days 6 Total daily 10 hrs, 15 min. Saturday 4 hrs.45 min.
Number of nights 5 Total nightly 12 hours. Total weekly 60 hours.

5. Workroom conditions
a. Description: The mill occupies a wooden building, part of which is two stories high, the rest three, and a new four story brick addition. Located across the railroad tracks on the bank of the river.
Women are employed only in the rag department, which is located on the second floor of the wooden part of the building. The rag department occupies three workrooms. In the first sorting is done, in the second rehandling is done and in the third colored women do sorting. Each room is spacious and has windows on one side. The first has sorting tables on one side in front of the windows. The others have sorting tables on all four sides. Large containers of rags stand near each table. Walls and ceilings of wood, painted grey. Floors rough and strewn with rags. Air heavy with dust in third room, where colored women work, as this room is right beside the rag cutting machine. In all the rooms a strong acrid smell, peculiar to dusty rags, was very noticeable. The white women all over middle age, colored women younger.
b. Cleaning: Colored men are hired to do the cleaning. The windows were clean, walls and floors coated with light dust. Floors strewn with rags, probably no more than the day's accumulation. The lunchroom was well swept and clean. White women's cloak room and toilet, well swept and no litter on floors. Colored women's cloak room and toilet well swept, but had a few papers strewn on the floor. These and all the other workrooms in the mill seem well swept but evidently are never scrubbed.

5. Workroom conditions (cont'd.)
   c. Heating: Steam pipes
   d. Lighting: Sufficient natural light for any but very dark day. Artificial general light provided by unshaded electric bulbs suspended about seven feet from the floor. The work is not exacting enough to demand local lights. Some workers in each room had to face the light. These sorting tables could easily be moved so as to have light come from side without disturbing work or equipment.
   e. Ventilation: Natural. Sufficient windows and at time of investigation enough open to insure good ventilation.

6. Occupations
   a. List all occupations:
      Office - 4 men
      Rag department
         Sorting - 8 colored 15 white women - piece work
         Resorting - 5 white women - piece work
         Rag cutting machine - men
      Pulp making - men
      Rolling - men
      Cutting - men
      Embossing - men
      Counting, sorting, banding, packing - men
   b. Describe operations involving hazards or strain, unusual: Workers in rag department breathe dust all day. In room where colored women work air is very heavy with dust and several of the workers were coughing, though the cutting machine has an exhaust to draw dust out of building. Seats had no backs so if workers sit they must undergo a certain amount of strain because of this. Some workers in each room worked facing the light. Even though work does not demand close attention facing the glare causes strain.
   c. Sitting or standing: Work in rag department is such that it can be done either sitting or standing. At the time of the investigation some women were standing some sitting.
   d. Seats: Seats provided. High, round baskless stools provided for each worker. In order to make them the right height some of the women had piled rags on top of them.
   e. Remarks: White women average $16 to $18 per week. Colored work slower and average about $12 per week.

7. Safety
   a. Firescapes: One firescape on new brick part of building, wooden part which is old and more in danger of catching fire is not equipped with firescapes, nor sprinklers, nor chemical extinguishers.
   b. Guarding machinery: No danger from unguarded machinery.
   c. Uniform: None. Most of the women had covered their hair with a cap or rag to keep the dust out of it.
   d. Doors: Doors open out.

8. Sanitation
   a. Drinking facilities (kind and location): No coolers in work room. One cooler in white women's cloak room.
   b. Washroom: (next page)

8. Sanitation (cont'd.)
   b. Washroom
      1. Location and description: Colored women have a white enameled sink in their cloakroom with cold water faucet over it. No soap or towels provided. White women have one white enamel sink in their cloakroom with cold water faucet over it. No soap or towels provided.
      2. Soap: No soap provided.
      3. Towel: No towel provided.
   c. Toilet
      1. Location and description, number of toilets:
         Colored women:--Toilet partitioned off at one end of cloak room beside window. No door but side partition screens from view of cloak room door. Floor about seat swept but not scrubbed, toilet not scrubbed, bad odor, window shut.
         White women:--Toilet partitioned off from one end of cloak room. Faces window. No door but back and side partitions screen from view of cloak room door. Floor swept, toilet not scrubbed, no odor, window open.
      2. Number girls per toilet (seat):
         White women: 1 seat-20 women
         Colored women: 1 seat-8 women

9. Service and welfare facilities
   a. Lunchroom and restroom (location and description) The room beside the first work room is fitted up for a lunch room. It contains three long white oil cloth covered tables, chairs with bent wood backs and two plain wicker couches with no covers or spreads of any kind. Has three large windows. Clean and pleasant. No food served and only used by white women. Colored women eat in their workroom. No separate restroom. The two couches in the lunch room are used when necessary.
   b. Cloak room and locker facilities: Colored women--A room about five feet by nine feet is partitioned off to ceiling from the storeroom, just outside the door of their workroom. It has one window which was shut. Toilet partitioned off to within three feet of ceiling at end near window, and white enameled sink beside it. No lockers coats hung from nails in walls. White women--A room partitioned off to ceiling at south-east corner of first workroom. Toilet divided off from north-east end of this room by partition reaching to about three feet of ceiling. Room contains cooler of drinking water, sink, backless bench. No lockers, coats hung from nails in wall. Two windows, one at north and one at south sides.
   c. Health service
      1. First aid equipment: First aid cabinet in office.
      2. Person in charge: Superintendent in charge of it. Says it is very seldom used.
      3. Health records: No records kept.

10. Employment management
   a. Who hires? Superintendent
   b. Who fires? Superintendent said practically no one ever fired, problem is to get and keep employees, not to get rid of them, but if it was necessary, foreman of department would do it.

10. Employment management (cont'd.)
   c. Who transfers? No system of transfers. Employees sometimes shifted but not often.
   d. Records: None other than payroll and time cards.
   e. Labor turnover: Very high, could not estimate figure.

11. Recommendations
   1. 3.
   4. Cleaning:
      It is recommended that work rooms be scrubbed at least once every six months.
      It is further recommended that the cloak rooms, toilets and lunch room be scrubbed once a week.
   5. Hazard:
      It is recommended that the exhaust on the rag cutting machine be so improved that the air in the room in which colored women work will not be heavy with dust.
      It is further recommended that sorting tables be turned so that workers will not have to face the light.
   6. Seats:
      It is recommended that seats with adjustable backs and adjusted to the height of the machine be provided for all workers.
   7. Safety:
      It is recommended that chemical fire extinguishers be installed in each work room.
   8. Sanitation:
      It is recommended that drinking water in a cooler be provided in each work room.
      It is recommended that hot water, soap and individual towels be provided.
      It is further recommended that the toilet compartments in each cloak room be provided with a door.
      It is further recommended that the toilet in the colored women's cloak room be disinfected.
      It is further recommended that the partitions around the toilets in ~~the~~ both coat rooms be moved so that outside light and ventilation is admitted to the toilet compartment.
   9. Service and welfare facilities:
      It is recommended that a rest room be provided for white women and one for colored.
      It is further recommended that a lunch room be provided for colored women.
      It is further recommended that full length individual lockers be provided in both cloak rooms.
      It is further recommended that someone trained in its use be in charge of the first aid equipment and that records of all cases of illness and accident be kept.
   10. Employment management:
      It is recommended that a new employment policy be developed and that it include a system of transfers and the keeping of employment records.

Paper + paper prod

Richmond, Va.

3

VIRGINIA SURVEY.

From: A. H. Campbell

To: Miss Mary Anderson, Director, Women's Bureau.

Subject: Investigation of Johnston Box Co. (Star Paper Disc Co.)
a. 2502 Q Street
b. Accessible.

Date: November 12, 1919.

1. Persons interviewed.
Mr. Beyke, Foreman
2 Stenographer in office.

2. Product.
Paper boxes. Specialize in Christmas shirt waist boxes, hat boxes, and boxes for the wholesale shipping of candies. "Will make any size or kind on order."

3. Number of employees.

Total 14	Men 3	Women 10	Boy 1
White "	2	" 1	" 1
Colored "	1	" 9	--

4. Hours. Beginning 7 a.m. ending 5.30 p.m.
Sat. " 7 a.m. " ~~1.20 p.m.~~ 12.20 Negro Holy
Lunch period 30 minutes.
Number of days 6. Total daily 10. Sat. 5 hrs. 20 min.
" weekly 55 hrs. 20 min.
Overtime none.

5. Workroom conditions.

a. Description.
The factory was housed in a two story brick building. The office, a room about five feet wide and running the full breadth of the building, was partitioned off from the first floor work room. This cut off entirely from the work room the light from the front windows. The first floor work room, except for the partipartitioned off for the office was the full size of the building. The room was very disorderly. Finished boxes, ready for shipment were stacked against the walls, standing in piles about room, and against the posts supporting the ceiling. Piles of waste were heaped up, near machines and in corners and back of the stacks of boxes. The floor was strewn with papers and the flooring uneven. The walls were covered with dust and grime, and the room was dark and close. The machines and tables were arranged hap-hazard so that there were no straight aisles. The passage between a machine and a table would be blocked a few feet beyond by another table across it or a pile of boxes. The second floor work room was in an equal state of disorder. The flooring was in a bad condition in one place, a section

about three inches by five had broken through. A board narrower than that broken out had been fitted into the space leaving a wide crack on each side of it through which one could see through to the floor below and in which workers would be likely to catch heal or sole of shoe. Two machines for printing suit box covers were idle at the time of the investigation. Cutting, and strip cutting and strip machines were placed about in no apparent order and tables interposed between them blocked the passages. The floors were covered with dust and strewn with papers and waste. About one-third of the west side of the second floor work room was partitioned off for the use of the Star Paper Disc Co. The foot press paperndisc machines were ranged in a row against the partition but were not in use at the time of the investigation as the Star Paper Disc Company only operates during the summer months.

b. Cleaning. The foreman at first told the investigator that a colored man was hired to clean and that he swept the whole place every morning before work. The floors were so dirty and there was so much waste about that the investigator expressed doubt that it was possible the floors had been swept every day, to which the foreman replied, "Well, he sort of brushes up every morning and sweeps it good every Saturday." It was obvious that the floors were never scrubbed and it is probable that the Saturday cleaning is only a "sort of brushing up." The windows were covered with dirt and showed no evidence of every having been cleaned.

The toilet and space partitioned off for a coat room were filthy. The foreman told the investigator that the toilet was flushed out every Saturday after work and that sometimes the man hired to clean and sometimes the girls themselves swept it out. It had apparently been several months since either had done it when the investigation was made. So that the man hired to clean will not have too much idle time on his hands, during the day he is made to operate the scoring machine, which creases the boxes so that the sides will fold up. When asked by the investigator the foreman exp,ained that the man was not paid for this but did it on his pay as cleaner. "He (the cleaner) gets $12 per week whether he does anything or nothing, but I see that he is kept busy. I make him move boxes from one end of the room to the other if there is nothing else to do", said the foreman.

c. Heating. Steam.

d. Lighting. The first floor work room only had windows on two sides. The room was large enough so that the light from these windows was not diffused about the room. In the center of the room the light was dim,at the sides where there were no windows it was dark on the sunny morning on which the investigation was made. Artificial light

was provided by unshaded electric bulbs suspended from the ceiling. They were too high and not properly spaced to be of service for any but general lighting. None of these lights were on at the time of the investigation though more light was needed by the woman operating the stayer and those doing table work in the center of the room. Two of the women operating covering machines located near the windows sat facing the light. There were windows on three sides of the second floor work room and they provided sufficient natural light for any but a very dark day. Artificial general lighting was provided by unshaded electric bulbs suspended from the ceiling. No local lights were provided.

e. Ventilation. Natural. However, the windows on the first floor were closed at the time of the investigation and the room was close and air heavy - room uncomfortably warm. The windows on the second floor were open and the air good.

6. Occupations.

a. List.

Cutting	- men	1	
Strip cutting	"	1	
Cover printing	"	1	
Staying	women	1	colored
Stripping	"	4	"
Covering	"	4	"
Office	"	1	white

b. Operatings involving hazard or strain. The women who do covering have to turn the edges over the top and bottom by hand. This wears the skin off the twofingers of the right hand with which it is done. In most plants the women have these fingers bound with cloth; here they did not.

c. Sitting and standing. The women doing covering and the one operating the stayer sis at their work. Those doing table work could sit or stand, but these workers stood at work.

d. Seats provided. Backless benches were provided for the women operating staying and covering machines. The women doing table work had no seats. However, there were enough seats in the room to comply with the law requiring one seat for every three women employed.

7. Safety.

a. Fire. One fire escape at back of building. Fire exits not marked. Stairway from first to second floor was enclosed by wooden partition.

b. Guarding machinery. One stayer had device which checked the piece which moves down, if anything gets under it. Second stayer tagged by State Department of Labor inspector, was not being used. Belts and wheels in second floor work room unguarded. Some of these had been ordered to be guarded by

the inspector for the State Department of Labor. The foreman told the investigator that he did not intend to guard them as the guards caused great inconvenience and waste of time if the belts slipped off.

c. Uniforms. None.

d. Doors. Street ddor opens in, door of work room opens out.

e. Remarks. The women doing table work receive $7 to $8 per week and are paid on a time rate. None of them earn more than $8. The women opening machines (covering and staying) earn about $11 per week and are paid on piece rate basis.

8. Sanitation.

a. Drinking facilities. No coolers in either work room at time of investigation. Foreman explained that workers supplied their own glasses and drank the water from the cold water faucet at the sink in the work room. "Coolers," he said, "were provided in the summer, but that the ice is bought by the firm only for the cooler upstairs where the men work, and that the girls buy their own. He went on to say that the ice supplied by the company was really enough for both coolers but that it was always in one piece and taken right upstairs. "So, since the girls are willing to buy their own, why should I do it?" he added.

b. Washroom. There was no wash room. A black iron sink is located in the work room near the door to the toilet. It has only one cold water faucet. No soap or towels are provided.

c. Toilet. The toilet was a small inclosure about 4 feet by 6 feet as an extension from the work room. The floor was thick with dirt, a bad odor was very noticeable and walls grimy and defaced. A dim light and some ventilation were derived from a skylight about a foot square. The toilet seat was screened.

1 seat - 9 women.

No toilet provided for the white girl employed in the office. She told the investigator that she would not use the one for colored girls and so did not use a toilet at all during working hours.

9. Service and welfare facilities.

a. Lunch room and rest room.

None.

b. Cloak room and lockers. An oblong space about 3 feet by 8 feet was partitioned off from the work room near the door to the street. The partition reached to about 4 feet of the ceiling. Coats and hats were hung on nails along the wall. The enclosure was dark, the floor strewn with dust and papers and the walls covered with grime. No

outside ventilation.

c. Health service. None at present. The foreman stated that a regulation first aid equipment had been ordered but not yet received.

10. Employment management.

a. Who hires? Foreman

b. Who fires? Foreman.

c. Who transfers? The foreman stated that he never transferred anyone. If a worker was not making good he called her aside and after "a good talking to" if she did not improve in a week or two he fired her.

d. Records. None other than payroll.

e. Labor turnover. The change was made from white to colored women the summer of 1918. Most of the women now employed have been there steadily since that time, according to the foreman's statement.

f. Remarks. The foreman stated that the colored girls were easier to manage than the white. That he had to be careful what he said to the white girls and handle them with kid gloves, but to the colored girls he could say anything. "Just go in an roar at them, and tell them right what to do and they would step around and do it."

11. Recommendations.

1, 2 & 3.

4. Work room conditions. a. It is recommended that some place for storage of finished boxes be provided so that the floor space and aisles can be kept cleared.

b. It is further recommended that machines and work tables be rearranged so that straight, well defined aisles are formed.

c. It is further recommended that new flooring be laid in both work rooms.

5. Cleaning. It is recommended that provision be made for sweeping the floors daily.

b. It is further recommended that provision be made for scrubbing both work rooms at least once every six months.

c. It is further recommended that paper waste be disposed of as soon as taken up from the floor.

d. It is further recommended that provision be made for

scrubbing the toilet and coat room at least once a week.

e. It is recommended that provision be made for cleaning the walls and windows once every six months.

6. Lighting. It is recommended that the general lights be kept lighted all day and that local lights be provided for machines and tables in first floor work room. It is further recommended that the covering machines be so placed that the women operating them will not have to face the light.

7. Seats. It is recommended that seats with adjustable backs and adjusted to the height of the worker be provided.

8. Safety. a. It is recommended that fire exits be marked. b. It is further recommended that all belts and the low wheels on the scoring machine and printing press be guarded.

9. Sanitation. a. It is recommended that a cooler supplied with drinking water and ice be kept in each work room.
b. It is further recommended that soap and individual towels be provided.
c. It is recommended that the toilet be rebuilt so that more space, light and air will be provided.
d. It is further recommended that a toilet of proper size and properly equipped be installed for the white woman employee.

10. Service and welfare facilities.

a. It is recommended that a lunch room and rest room be provided.
b. It is further recommended that a new coat room be built, having outside ventilation, full length metal lockers and that some one be responsible for the care and cleaning of this room and the toilet.
c. It is further recommended that a first aid equipment be installed and a competent person be given charge of it who shall keep a record of all cases of sickness and accident.

11. Employment management.
a. It is recommended that a new employment policy be developed.

b. It is recommended further that a system of transfers be worked out.

c. It is further recommended that employment records be kept.

Richmond, Va. 4

VIRGINIA SURVEY

Paper + paper prod.

From A. H. Campbell
To Miss Mary Anderson
Subject: Investigation Consolidated Paper Box Co.
a. Address: 408 East Canal St.
b. Location:
c. Accessible? Accessible

Date: November 10, 1919.

1. Persons interviewed: Mr. A. J. Nolte, Superintendent
Foreman of box manufacturing department

2. Product: Paper boxes
Paper trays and plates, on order

3. Number of employees: Total 37 Men 20 Women 17 Children None
White " 16 " 15
Colored " 4 " 2

4. Hours: Beginning 8:00 a.m. Ending 5:30 p.m. Saturday 1:00 p.m.
Lunch period 30 minutes
Number of days 6 Total daily 9 Total weekly 50

5. Work room conditions:
a. Description: The factory was housed in a comparatively modern two story and basement brick building. The first floor was used for storage and shipping. A narrow iron stairway, just wide enough for one person going each way to pass, led to the second floor where the manufacture of paper boxes was carried on. This second floor work room ran the full length of the building and about three-fourths of the breadth of the building, one-fourth being divided off by a brick wall and used as machine shop and for storage. The work room was spacious but machines and work tables were so placed as to give an appearance of disorder. Great rolls of paper and supplies of cardboard were kept in the work room. Most of these supplies were stacked along the west side of the room but some were out in the center and scattered about between the tables and machines. There was one straight aisle running the length of the room along which the covering machines were ranged. This aisle was along the east side of the work-room and was the only straight passageway across the room. Windows on three sides and a skylight made the room bright and pleasant. The floors were of stone, the ceilings high and the walls white. The basement work-room was chiefly devoted to storing supplies. The room was below street level in front (north end), there were windows only at the back (south end), and along half the east side. Large rolls of paper and high boxes took up most of the floor space and there was no clearly defined aisle or passage through the work-room. Two printing machines were placed near the windows on the east side of the room and four tray making machines at the back.

5. Work-room conditions (cont'd.)

b. Cleaning: The foreman of the second floor work-room stated that a colored man cleaned the work-room in the morning before the workers came and that he stayed around all day, sweeping up when needed. At the time of the investigation this cleaner was sweeping up along the side of the room near the covering machines. He used nothing to lay the dust created by sweeping. The floor seemed well swept but showed no evidence of ever having been scrubbed. Around the covering machines paste had dropped on the floor and hardened in thick patches. Bits of the colored paper used for covers had fallen on the paste before it had hardened and were imbedded in it. This process had evidently been repeating itself as there were several layers of paste and paper encrusted on the floor about these machines. A girl operating one of these covering machines told the investigator that this paste was never cleaned off the floors. The windows and walls were clean.

In the basement work-room the floors showed evidence of being regularly swept but never scrubbed. This room the superintendent stated was swept daily before work began. The windows were clean but the walls were covered with a light dust.

c. Heating: Steam

d. Lighting: The second floor had sufficient natural light (windows about three feet apart on three sides and a skylight about 20 feet by 20 feet) for any but the darkest day. Artificial light was provided by means of unshaded electric bulbs suspended from the ceiling. These lights were about ten feet from the floor and so were too high to serve for anything but general lighting. All the girls working on the covering machines had to sit facing the light.

The basement work-room, as before described, is below street level, so the artificial general lights, the same as those in second floor work-room, had to be lighted even on the sunny morning of the investigation. Even then the light in the center of the room was dim. The machines were situated near the windows at the south and east sides of the room where they received sufficient light on a bright day. On a cloudy day artificial light would have to be used and no local lights were provided.

e. Ventilation: Natural. There were sufficient windows in both work-rooms to give good ventilation but on the day of the investigation the windows in the basement work-room were all closed and the air was bad. The second floor work-room had two windows open.

6. Occupations:

a. List all occupations:

Cutting - men
Printing - men
Staying - men
Stripping - women (3)
Covering - women (7)
Table work - women (5)
Putting on covers
Inspecting
Packing
Tray making - women (2)

6. Occupations (cont'd.)

b. Describe operations involving hazards or strain, unusual: The girls operating the covering machines have to turn the cover over the edges at the top and bottom of the box by hand. The girls in this plant had bound the two fingers of the right hand, with which this is done, with cloth. If the fingers are not bound the skin is worn off by this process.

c. Sitting or standing: The girls operating covering machines and tray making sit at their work, those doing stripping and table work can sit or stand as they wish.

d. Seats: Seats were provided for each one of the women workers. For those operating machines wooden benches were provided, for those doing table work round stools were provided.

7. Safety

a. Firescapes: There was one firescape at the south end of the building. The fire exits were not marked.

b. Guarding machinery: The machinery used by the women was very simple and no dangerous unguarded parts were noted.

c. Uniform: None

d. Doors: Opened out

8. Sanitation

a. Drinking facilities (kind and location): A cooler located in each work-room. Employees each to provide a glass.

b. Washroom

1. Location and description: No wash-room. In the second floor work-room there were two sinks. One near the door of the women's toilet and one near the door of the men's. Each was a rough iron sink with one cold water faucet. The basement work-room had one sink with one cold water faucet near the door of the men's toilet.

2. Soap: No soap provided.

3. Towel: No towels provided.

c. Toilet

1. Location and description, number of toilets: The toilet for the second floor work-room was located in the cloak-room. It was partitioned off from the cloak-room but partition only reached to about three feet of the ceiling. It had no outside ventilation but was ventilated only from the cloak-room. The cloak-room had one window, which was closed and a bad odor from the toilet was very noticeable in every part of the cloak-room. 1 seat to 15 women.

For the colored women working in the basement there was a small toilet room partitioned off from the work-room. Partition reached to about three feet of ceiling. No outside ventilation. 1 seat to 2 women

2. Number girls per toilet (seat):

White women 1 seat - 15 women
Colored " 1 seat - 2 women

9. Service and welfare facilities:
   a. Lunchroom and restroom (location and description): None. Workers eat at work tables or in corner of work-room.
   b. Cloak-room and locker facilities: The second floor had a cloak-room partitioned off from the work-room. The partition reached to the ceiling. No lockers were provided. The coats and hats were hung around the wall on nails. One round stool and a broken mirror completed the furnishings. One window gave sufficient light but it was closed and a bad odor from the toilet room was very noticeable. The stone floor was strewn with papers and had obviously never been scrubbed. The two colored women working in the basement had no coat room. Their coats were hung on nails in the wall of the work-room near their machines.
   c. Health service None. In answer to the investigator's question as to what was done if anyone was ill or hurt the foreman said "Well we wait on them the best way we can, but no one here is ever sick much."
      1. First aid equipment: None
      2. Person in charge:
      3. Health records:

10. Employment management
   a. Who hires? The superintendent.
   b. Who fires? The foreman.
   c. Who transfers? No system of transfers.
   d. Records: None other than pay roll.
   e. Labor turnover: "New employees come and go all the time."

11. Recommendations:
   1 - 2 - 3
   4. Work room conditions:
      It is recommended that the storing of supplies in the second floor work-room be confined to one portion of the work-room.
   5. Cleaning:
      It is recommended that the floor of the second floor work-room be scraped and scrubbed at least once every six months.
      It is further recommended that when the floors are swept during working hours they be sprinkled or some other precaution be taken to lay the dust.
   6. Lighting:
      It is recommended that local lights be installed for the machines in the basement work-room.
      It is further recommended that the covering machines on the second floor be so arranged that the workers will not have to face the light when operating the machine.
   7. Occupations:
      It is recommended that seats with adjustable backs be provided for all workers and that these seats be adjusted to the height of the worker and the work table.
   8. Safety:
      It is recommended that fire exits be marked.

11. Recommendations:

9. Sanitation:

It is recommended that soap and individual towels be provided.

It is further recommended that the toilets be so remodeled as to have outside ventilation.

It is further recommended that provision be made for scrubbing the toilets at least once a week.

10. Service and welfare facilities:

It is recommended that full length metal lockers be provided in the second floor cloak-room.

It is further recommended that provision be made for scrubbing the floors of the second floor cloak-room at least once a week and that someone be responsible for its cleanliness.

It is further recommended that a receptacle be provided for the disposal of waste in the second floor cloak-room.

It is further recommended that a cloak-room be provided in the basement work room.

It is further recommended that a lunch room be provided.

It is further recommended that a rest room be provided.

It is further recommended that first aid equipment be installed and that someone shall be responsible for it and shall keep records of all cases of illness or accident.

11. Employment management:

It is recommended that a new employment policy be developed which shall include a system of transfers and the keeping of employment records.

Bakery

Richmond, Va. 9

VIRGINIA SURVEY

From A. H. Campbell
To Miss Mary Anderson, Director Women's Bureau
Subject: Investigation Standard Paper Manufacturing Co.
a. Address: Hull and Canal Streets
b. Location:
c. Accessible? Accessible

Date: November 21, 1919.

1. Persons interviewed: Mr. Sutton, Manager.

2. Product: Blotting paper
Paper
Envelop printing (only small amount done on special order)

3. Number of employees: Total 175 Men 132 Women 43 Children None
White " 123 " 43
Colored " 9

4. Hours:
a. Blotter department: Runs continuously, operating three eight hour shifts--
Beginning 7 a.m. Ending 3 p.m. Saturday 12 M.
" 3 p.m. " 11 p.m. " 8 p.m.
" 11 p.m. " 7 a.m. " 4a.m.
Lunch period or supper period 30 minutes.
Number of days 7 Total daily 7 hours 30 minutes Saturday 5 hours-~~or~~ one half day or night each week Weekly 50 hours.
Overtime None. Note: Those on the early shift this week, work the middle shift next week and the night shift the following week. Each shift works seven days with one short or night per week.

b. Rag department:
Beginning 7 a.m. Ending 4 p.m. Saturday 12 M.
Lunch period: Women on ~~time~~ piece work so take "as long as they like". Number of days 6 Total daily 8 hrs. 30 minutes Saturday 5 hrs. Total weekly 47 hours 30 minutes.
Note: The total daily hours and total weekly hours given above allow for a 30 minute lunch period which is probably more than the women take.
Overtime: None.
Note: Mr. Sutton explained that there was really no absolutely c closing hour in this department. That the women were doing piece work and could quit whenever they wanted to. Most of them leave earlier than four but all are gone by four o'clock.

c. Printing and paper department:
Beginning 7 a.m. Ending 5 p.m. Saturday 12 M. Lunch period 30 min.
Number of days 6 Total daily 9 hrs.30 min. Saturday 5 hours
Weekly 52 hrs. 30 min. Overtime None

5. Work-room conditions

a. Description: The factory occupies two brick buildings across the street from each other. For convenience they will be called build- A and building B.

Building A - Manufacture of blotting paper - The portion of this building facing on Hull street is four stories high, the rest of the building which stretches back from Hull street is three stories high. Women are employed in two work-rooms on the first floor and in one room on the second. In one of the first floor work-romms embossing, counting, and packing are done. This room is spacious, ceiling high. Machines are in straight rows, aisles wide enough for two persons to walk abreast, large windows on one side (north), flooring old and uneven. A high shelf-like table ran the full length of the room (north side) under the windows. At this table the counting, banding and packing was done. Women feed and take off from the embossing machines, count, band and pack at the long tables. In the adjoining room cutting machines are ranged in straight rows, windows on two sides of room, ceilings high, aisles wide enough for two persons to walk abreast, flooring old and uneven, walls streaked with old, worn whitewash, ceilings painted brown. The rag department was on the second floor of this building. The room was spacious, high ceilinged and had windows on three sides. Tables for sorting rags were on two sides of the room facing the windows. A large container full of rags was placed near each table. The center of the room was empty. Cutting machine at south end of the room. Dust hardly noticeable at about ten-thirty in the morning, when investigation was made. Mr. Sutton admitted, however, that by mid-afternoon room was quite dusty. The dry acrid smell peculiar to dusty rags was very strong. All women in rag department are middle-aged or older.

Building B - Manufacture of ordinary paper and printing - This building is two stories high. Women are only employed on the first floor. There are two adjoining work-rooms on the first floor, one doorway with sliding metal door. In the first room cutting machines are ranged in even rows leaving an aisle wide enough for three persons to walk abreast. There are windows on two sides of the room and in front of those on the south side are long tables at which inspecting and counting are done. The flooring is broken in several places and might easily cause a worker to trip and fall. Walls a dull grey. In the adjoining room there were windows on three sides and machinery in even rows. Women only employed in a small section about 7 feet by 12 feet, partitioned off to the ceiling. This section was clean and orderly. Had tables in center and at one side, job presses and compositing stands on other three. The flooring was in good condition here and walls the light yellow wood of the partitions.

b. Cleaning: Colored porters hired to do the cleaning before work and during the day. The floors in both buildings had only a light dust on them and very little waste, though they showed plainly that they are never scrubbed. The whitewash on the walls is wearing off and the walls are coated with dust. The windows clean. The women's coat room and toilet in building A is obviously never scrubbed and rarely swept. Walls and floor are thick

Work-room conditions

b. Cleaning (cont'd.)

with dust. The toilet was badly discolored and walls near toilet and sink are stained. The sink is streaked with dirt and stained. Bad odor very noticeable.

The women's coat room and toilet in building B has the same unkept appearance. The equipment is newer so does not show such an accumulation of dirt. The toilet sink and walls are not stained and there is no odor.

c. Heating: Steam pipes and radiators in both buildings.

d. Lighting: Natural. Sufficient natural light in the work rooms of both buildings for any but very dark days and night shifts. Artificial general light is provided by unshaded electric bulbs suspended from the ceiling too high to be of any service as local light. No local lights provided. Women in rag department work facing the glare from the windows all day.

e. Ventilation: Natural. Sufficient windows in each work room to insure good ventilation. Air good at time of investigation.

6. Occupations

a. List all occupations

Machinists	- men	
Shipping	"	
Pulp making	"	
Cutting	"	
Rolling	"	
Packing	"	4 women*
Taking-off counting + sorting	, 3 "	
Paper cutting machine		3 women
Blotter " "		4 women*
Embossing machine		4 women*
Compositing machine	- men	
Pressmen	- "	
Job press feeding		1 woman
Rag department		20 women
Office	- 9 men	4 women
Cleaners	- 9 men (c)	

*In the two first floor work-rooms of the building in which blotting paper is made, 4 women are employed on each one of the three shifts. They are used on any one of the three processes: embossing machine, counting and banding 4inch by 9 inch blotters, and taking off from the blotter cutting machines.

The women in the rag department are paid at a piece rate and average from $16 to $18 a week, including a bonus based on length of employment --3% of earnings after 3 days employment, 4% after 1 year and 3 days, and so on adding 1% each year. All the rest of the women are paid on a time rate basis and earn from $1.75 to $2 per day.

b. Hazard or strain, unusual: The women taking off from the cutting machines sat on backless benches and had to reach a little to straighten the sheets as they came from the machine. Though

6. Occupations
   b. Hazards or strain, unusual (cont'd.)
      there was scarcely any dust in the air at the time of the investigation, the manager admitted that by afternoon the room was quite dusty and by four o'clock it was very bad. All the women in the rag department have to face the light when working at their sorting tables. These tables could easily be turned so that the light would come from the side without interfering with the work or equipment.
   c. Sitting or standing: The women in the rag department sat or stood as they wished. All the others sat.
   d. Seats: Seats provided. High round stools were provided for the women in the rag department and the women inspecting the sheets of paper in building B. The others had backless benches.

7. Safety
   a. Firescapes: One firescape on building A. None on building B. No sprinklers or chemical extinguishers.
   b. Guarding machinery: Some machinery guarded. Unguarded belts and wheels surrounded by a railing to prevent anyone from passing close to it.
   c. Uniforms: None.
   d. Doors: Open out.

8. Sanitation
   a. Drinking facilities (kind and location): No coolers in work-rooms Only water for women is the one faucet in the cloak-room in each building.
   b. Wash-room
      1. Location and description: One sink with cold water faucet in the cloak-room in each building. No soap or towels provided. Several pieces of rag were hung from nails in the partition, near the sink in the cloak-room in building B. These were apparently used as towels.
      2. Soap: No soap provided.
      3. Towel: No towels provided.
   c. Toilet
      1. Location and description, number of toilets:
         Building A.-- Located in cloak-room which is a section about five feet by ten partitioned off from the shipping room on the first floor. The partition does not reach to the ceiling but the section is covered over at the top of the partition. No outside air or light is admitted anywhere. About four feet by five feet of this section is divided off for the toilet. The toilet itself is stained streaked with dirt, odor very bad. The sink near it is yellowed and stained. The floor is littered with papers and thick with dust. On the floor stands an old wall cabinet stuffed with the small belongings of the women. One electric bulb. 1 seat - 36 women.
         Building B.-- Located in a cloak-room similar in construction to that in building A. The toilet is divided

8. Sanitation
   c. Toilet
      1. Location and description, number of toilets: (cont'd.) off from the cloak-room and contains toilet and white enameled sink. It is newer and cleaner than the one in building A and though it has no outside light or ventilation no odor was noticeable. Lighted by one electric bulb suspended through covering over top of partition. 1 seat - 7 women.
      2. Number girls per toilet (seat):
         Building A 1 seat - 36 women
         Building B 1 seat - 7 women

9. Service and welfare facilities
   a. Lunchroom and restroom (Location and description): No lunch room, women eat in work-room. No rest room. In the cloak-room in building A is a wooden framed cot. It sags down in the middle and is covered with two filthy quilts. A pillow is covered with a pillow case so dirty that it is a dark gray. This is the only place where women can rest.
   b. Cloak-room and locker facilities:
      Building A: Partitioned off from the shipping room. Partition does not reach to ceiling, roofed over at top of partition. It is about 5 by 10 feet. A little less than half is divided off for toilet. The rest contains the cot already described and a rough wooden bench. The floor is covered with dust and littered with papers, rubbish and old shoes. No lockers provided, coats hung from nails in walls. No outside light or ventilation. One narrow radiator. Room stifling and uncomfortably hot. Agate coffee pot stood on radiator.
      Building B: The cloak-room in this building is about the same size, is partitioned off and roofed over in the same way as the cloak-room in building A. It is located in the south-west corner of the second work-room, beside the section partitioned off for the printing department. About half the space is partitioned off for a toilet. The half used for a cloak-room contains two backless wooden benches and a narrow radiator. No locker, coats hung from nails in walls. No outside ventilation or light. One electric bulb provides the only light for cloak-room and toilet both. Floor littered with papers, old shoes and rubbish.
   c. Health service
      1. First aid equipment: A first aid cabinet in the office in each building. The manager said there were very few accidents but whenever one did occur a nearby physician was summoned, so the first aid equipment was very seldom used.
      2. Person in charge: The superintendent of each building has charge of it.
      3. Health records: No records kept.

10. Employment management
    a. Who hires? The superintendent of each building does the hiring of the employees for that building. Occasionally a foreman hires someone for his department.
    b. Who fires? The superintendent of each building. If it is ever done but manager said it was practically never necessary as employees left before anyone had a chance to fire them.
    c. Who transfers? No transferring done.
    d. Records: None other than payroll.
    e. Labor turnover: Very hard to get and to keep women, except in the rag department. Here they have all that are needed and several have been in the department steadily for over ten years.

11. Recommendations:
    1 - 2 - 3
    4. Cleaning
       It is recommended that the work-rooms be scrubbed at least once every six months.
       It is further recommended that the walls be cleaned and white-washed once every six months.
    5. Hazards
       It is recommended that sorters tables be turned so that workers do not face light. (Note: this could be done very easily without interferring with the work or equipment.)
    6. Seats
       It is recommended that seats with adjustable backs and adjusted to the height of the worker and machine or table be provided for all workers.
    7. Sanitation
       It is recommended that drinking water be provided in coolers in each work-room.
       It is further recommended that both hot and cold water, soap and individual towels be provided.
       It is further recommended that the present toilets in both buildings be done away with and that in their place new equipments be installed which shall provide one seat for every twenty women employed in each building and which shall have outside light and ventilation.
       It is further recommended that the insanitary couch in the cloak-room in building A be removed and destroyed.
       It is further recommended that the toilets shall be scrubbed once a week and swept daily and that someone shall be responsible for seeing that this is done.
    8. Service and welfare facilities
       It is recommended that a lunch room be provided for each building
       It is further recommended that a rest room be provided in each building
       It is further recommended that the lunch rooms and rest rooms be scrubbed at least once a week and that someone be responsible to see that it is done.
       It is further recommended that a new cloak room be provided in

11. Recommendations:

8. Service and welfare facilities (cont'd.)

each building which shall have outside light and ventilation and be equipped with full length, individual lockers.

It is further recommended that someone trained in first aid be responsible for the use of the first aid equipment and that records be kept of all cases of illness and accident.

9. Employment management

It is recommended that a new employment policy be developed which shall include a system of transfers and the keeping of employment records.

Richmond, Virginia. 10.

paper + paper prod

VIRGINIA SURVEY

From A. H. Campbell
To Miss Mary Anderson, Director Women's Bureau
Subject: Investigation Union Envelope Co.
a. Address: 600 East Cary St.
b. Location:
c. Accessible? Accessible.

Date: November 17, 1919.

1. Persons interviewed: Mr. Rheutan, Superintendent
Miss Thorne, Office Assistant.

2. Product: Envelops of any size and variety on order.
Printing envelops.
Cardboard boxes in which envelops are packed.

3. Number of employees:

Total 107	men 33	women 60	boys 8	girls 6
White	" 22	" 60	" 8	" 6
Colored	" 11	"		

4. Hours: Beginning 7:30 a.m. ending 6 p.m. Saturday 2 p.m.
Lunch period 30 minutes, 12:30 -1:00 p.m., plant shut down during lunch period. No lunch period on Saturday. Number of days 6
Total daily 10 Saturday 6 hours 30 minutes. Weekly 56 hours 30 min.
Overtime: Sometimes the men work overtime but the women never do.
The children work 8 hours and no overtime.

5. Workroom conditions:
a. Description: The factory is housed in a four story and basement brick building with a newer brick addition, one story and basement, adjoining it on the east. The basement of the main building is below street level, lighted by artificial light, and used for storage of paper stock. In a cleared space at the east end is a planing machine and a freight elevator. A straight passage leads through this room to the wide doorway into the basement of the addition. The addition is built on sloping ground so that two sides, the east and north of the basement, are above street level. High windows and wide doorways give light and air. This part of the basement has an unusually high ceiling. Supplies and cases ready for shipment in stacks about ten feet high, occupy most of the floor space, leaving an aisle running the breadth of the room and another running the length, about wide enough for two persons to pass each way. A machine for baling waste is located in a cleared space on the west side of the room.
The first floor of the main building is occupied by the shipping department. It is crowded with supplies and material ready to be sent out. A straight aisle, wide enough for one person to pass each way extends the breadth of the room. The first floor of the addition is equipped with cutting, automatic printing and envelop making machines. There are windows on three sides of the room and a skylight about 5 feet by 15 feet in the center of the ceiling. The machines are ranged in straight rows across the room, with aisles wide enough for one person to pass each way, between each row of machines. At the northwestern corner of the room, a space about five feet square

5. Work room conditions
   a. Description (cont'd.):
   is devoted to gum making, and at the south-western corner a door leads into the machine shop which is partitioned off from the shipping dept. Four machinists have charge of the machines on this floor and two have charge of those upstairs. The repair work, whenever possible, is done in this machine shop.

   The second floor is occupied by the printing department. The compositing section extends about half way down the north side of the room. At a table at the end of this section three women count, band and pack envelops. The rest of the room is occupied by job presses and automatic printing presses. The machines are closer together than on the first floor but arranged in rows with straight aisles between.

   On the third floor envelops are manufactured. Various types of machines are in use (cutting, eyelet, automatic envelop and sealing machines) and at the north-east side at a table about three feet wide by eight feet long, women are making envelops by hand. Because the machines vary so in size and shape they do not form straight rows. In the center of the room is a pile of paper stock and several piles of envelops, cut and ready for the envelop machines. Waste is scattered about the floor and the room is crowded.

   On the fourth floor the paper boxes for packing envelops are made. The paper box making is carried on in the east end of the room. The machines are ranged along the walls on the north and east sides of the room. In the center and up to the partition of the dressing room at the west end of room, the completed boxes ready for use, are stacked almost to the ceiling. Floors covered with dust and strewn with papers.

   The walls throughout the building, except in the addition are covered with dust and the whitewash is grey and wearing off. The stairways from floor to floor were inclosed with wooden partitions and were wide enough for two persons to pass, one going each way. A freight elevator runs from basement to fourth floor of main building. It is located about in the center of the north side of the building and has automatically closing floor and a guard rail in front.

   b. Cleaning: There are five colored porters to do the cleaning. All rooms supposed to be swept after work in the evening. The first and second floors seemed well swept. The two upper floors seemed neglected. On the fourth floor, Miss Thorne admitted that it did not look as though any sweeping had been done for a day or two. The floors in cloakroom and toilet room on the fourth floor were thick with dust and littered with papers. There were ten wash basins in the cloakroom, all but one chocked with dust and papers. It was very evident that they are never scrubbed. The windows throughout the building were clean.

   c. Heating: Steam

   d. Lighting: Sufficient natural light in all work rooms for any but dark day or late afternoon. Artificial general light was provided by unshaded electric bulbs suspended from the ceiling. Local lights were provided only in the machine shop where an unshaded light was provided for each machine.

5. Workroom conditions: (cont'd.)
   e. Ventilation: Natural. Windows about three feet apart around three sides of each workroom. The air was good in all the rooms on the day of the investigation.

6. Occupations
   a. List all occupations:
      Office - 3 men, 4 women
      Gum making - 1 man (colored)
      Pressmen - 4 men
      Pressfeeders - 5 women
      Automatic press - 4 men - 4 women
      Machinists - 5 men
      Shipping - 3 men (colored) - 1 woman
      Automatic envelop machine - 2 men - 2 women
      Cutting - 9 men
      Staging -1 man
      Compositing - 2 men
      Cutting bands - 1 woman
      Envelop machines - 26 women
      Hand making of envelops - 8 women
      Putting in eyelets - 4 women
      Floor work - 1 woman
      Baling - 2 men (colored)
      Porters (cleaning and carrying from floor to floor) - 5 men (colored)
      Sealing machines - 4 women
      Stripping - 2 women
      Counting and putting bands on envelops - 3 women
      Assembling boxes - 1 woman
   b. Describe operations involving hazards or strain, unusual: The girls taking off from the automatic printing machines in the first floor work room were not provided with seats. A wooden ledge behind them, on which the envelops were stacked after printing, could be used as a seat, Miss Thorne explained. However, the ledge was far enough away from the machine that to take off the envelops the women would have to reach forward or get up every few moments. The two girls doing this work at the time of the investigation were standing.
      The women who are provided with seats in this plant are also subject to strain as they work ten hours a day and none of the seats have backs.
   c. Sitting or standing: The women taking off from the automatic printing machines stand, those making envelops by hand can sit or stand as they wish. All the others sit.
   d. Seats: Seats were provided for all but the women taking off from the automatic printing machines. The seats provided were the ordinary round stools and there were enough in each room to comply with the law.

7. Safety:
   a. Firescapes: There were two firescapes one on the south side and one on the west side of the building. Fire exits were not marked. One chemical fire extinguisher in each work room.

Safety (cont'd.)

b. Guarding machinery: An effort had been made to guard the low exposed wheels and belts, except in the machine shop, where there were both belts and wheels which needed guarding.

c. Uniform: None

d. Doors: Open out

8. Sanitation

a. Drinking facitities (kind and location): No cooler in first floor workroom but one in each of the others.

b. Washroom

1. Location and description: A sink in the gum department on the first floor was used by the girls on that floor for washing. It was a long rough iron sink supplied only with cold water. The rest of the women had to use the sinks in the cloakroom on the fourth floor. Of the sinks in this room, it was obvious that only one was used. The others were covered with dust and choked with papers and refuse. These sinks had once been white enamel but now they were yellowed and stained. One cold water faucet was over each. Miss Thorne stated that individual towels are furnished three times a week.

2. Soap: No soap provided.

3. Towel: Miss Thorne stated that individual towels are furnished three times a week.

c. Toilet

1. Location and description, number of toilets: For the girls in the first floor workroom there are two toilet seats partitioned off from the shipping department. A narrow passage, just wide enough for one person leads to them through the section of the shipping room used for the storage of boxes ready to be sent out. Each toilet seat is partitioned off separately and each had a separate door. The partitions reached to about four feet of the ceiling. A high window in the wall just above the partitions gave light and air. The floors were evidently swept but never scrubbed and the toilets themselves were never scrubbed. They were the chain flush type.

The toilets on the fourth floor were partitioned off from the workroom beside the cloakroom. The partition from the workroom and that between the toilet room and cloakroom reached to about four feet of the ceiling. There were four seats in this room, each partitioned off separately and having a separate door. An outside window gave light and ventilation. The floors and walls were covered with dust, and it was obvious that the room was never scrubbed. There was no provision for washing in this room. These toilets were used by the women on the second, third and fourth floors.

2. Number of girls per toilet (seat):

1st floor - 2 seats - 30 women - 15 women to each seat
4th floor - 4 seats - 32 women - 8 women to each seat.

9. Service and welfare facilities

a. Lunchroom and restroom (Location and description) : None. Women eat in workroom or go out.

b. Cloak room and locker facilities: The only cloak room provided was partitioned off from the west end of the fourth floor work room. It was about 7 feet wide by 20 feet long. Contained the sinks already described. No lockers, coats hung from nails in walls. Two swinging shelves about five feet

9. Service and welfare facilities:
   b. Cloak room and locker facilities (cont'd.)
      from the floor and about ten feet long were used for hats and small personal belongings. Coats were also hung from hooks on the under side of these shelves. The floor was covered with dust, the woodwork and shelves were streaked with dust and papers and rubbish littered the floor. Three windows gave sufficient light and ventilation. Some of the women working on the first floor, sooner than climbing to the fourth, hung their coats on nails in the partitions outside the first floor toilets.
   c. Health service
      1. First aid equipment: A first aid equipment kept in the office.
      2. Person in charge: Anyone in the office takes charge of it.
      3. Health records: No records kept.

10. Employment Management
   a. Who hires? Foreman of each department.
   b. Who fires? " " " "
   c. Who transfers? No transfers made.
   d. Records: No records other than payroll.
   e. Labor turnover: Have great trouble keeping women. They come and go constantly

Remarks: There is a bonus system in operation which pays $1.00 per week to all receiving less than $15 per week and $2 to all those receiving more than $15 per week if they attend regularly every day and are at work at 7:30 a.m. and work right through till the minute of 6:00 p.m.

11. Recommendations:
   1 - 2 - 3
   4. Cleaning: It is recommended that the work rooms be scrubbed at least once every six months.
      It is recommended that all work rooms and the cloak room be swept thoroughly every day.
      It is recommended that the cloak room and toilets be scrubbed once a week.
   5. Seats: It is recommended that seats with adjustable backs and adjusted to the height of the worker and the machine or table be provided for all workers.
   6. Safety: It is recommended that fire exits be marked.
   7. Sanitation: It is recommended that a cooler of drinking water be provided in each work room.
      It is further recommended that hot water and liquid soap be provided at all the sinks and that each sink shall be kept in a clean and usable condition.
      It is further recommended that the partitions about the toilets on the first and fourth floors be made to reach to the ceiling.
   8. Service and Welfare: It is recommended that a lunch room be provided.
      It is further recommended that a cloak room equipped with full length individual lockers be provided on the first floor.
      It is further recommended that a rest room be provided.
      It is further recommended that the cloakroom on the ~~first~~ fourth floor be equipped with full length individual lockers.
      It is further recommended that someone trained in first aid have charge of the first aid cabinet and that records be kept of all cases of illness and accident.

11. Recommendations:

9. Employment Management: It is recommended that a new employment policy be developed which shall include a system of transfers and the keeping of employment records.

Richmond, Va.

VIRGINIA SURVEY.

From: Agnes L. Peterson
Agnes H. Campbell

To: Miss Mary Anderson, Director, Women's Bureau.

Subject: Investigation Wortendyke Manufacturing Co.
b. Address: Foot of 13th Street

c. Accessible: Yes.

Date: Nov. 5, 1919.

1. Persons interviewed.
Mr. Haynes, Supt.
Bookkeeper.

2. Product.
Paper rope and twine.
" bags
Toilet paper

3. Number of employees.

Total 164	Men 89	Women 62	Boys 12	Girls 1
White	" 80	" 62	" 12	" 1
Colored	9	" -	-	--

Day shift

Total 142	Men 81	Women 48	Boys 12	Girls 1
~~Colored~~ White	" 72	" 48	" 12	" 1
Colored	" 9	--	--	--

Night shift

Total 22	Men 8	Women 14	---	---
All white.				

The superintendent stated that the members for the night shift varied greatly, averaging about 10 men and 15 women.

4. Hours.

Day shift.
Beginning 7.00 a.m. Ending 5.30 p. m.
Sat. " 7.00 a.m. " 12.00 noon
Lunch period 30 minutes.
Number of days 6 Total daily 10
Saturday 5
" weekly 55
Overtime - none.
Children (only on day shift)
Beginning 7.00 a.m. Ending 3.30 p.m.
Sat. " 7.00 a.m. " 12.00 noon
Lunch period - 30 minutes

Number of days 6. Total daily 8
Sat. 5
Weekly 45
Overtime none.

Night shift.
Beginning 7.30 p.m. Ending 6.00 a.m.
Supper period 30 minutes
Number of nights 5. Total nightly 10
" weekly 50

5. Workroom conditions.

a. Description. The first floor workroom was a floor below street level but had outside ventilation because building is on a slopw It was a high ceilinged spacious room. Large spinning machines for spinning paper rope and twine were arranged so as to form well defined aisles. Paper waste was strewn about the floors and there were large heaps of it near two machines giving a disorderly appearance to the whole room. The walls were a grayish hue and coated with dust. The second floor work room was spacious. Here, too, the large spinning machines were so arranged as to form well defined aisles. The ceiling of the room was considerably lower than that of the room below. There was not nearly as much waste about the floors due to the fact that short lengths can be used for making this grade of twine. When the girls took off the spools that had been filled with the twine they were left lying on the floor about the machines until collected. In several instances they made it difficult to walk through the passageways between machines. The south end of the room has been devoted to storage The third floor is used entirely for storage, the materials were arranged in an orderly fashion and there were straight aisles running the length and breadth of the room. The fourth floor work room was apacious. There was more space between the machines here than on the floor below, and they were arranged so as to form straight aisles. The walls were whiter and less dusty and room was orderly. The fifth floor work room was spacious and had large empty floor space in the center and at one end. The work tables were not so arranged as to form aisles but this was not necessary as ~~aisles~~ there was so much open space. The walls were white and not dusty. Some old steam pipes were lying along one side of room. Superintendent explained that where the new onew had been put in the old ones had not been taken away.

b. Cleaning. In the first floor work room the floors were strewn with paper waste and in two places it had been piled up. The superintendent told the investigators that a man was employed on each floor to keep waste, etc. gathered up. In spite of that there was enough about to make walking difficult. The floor itself and the stairs looked as though they were probably swept daily though seldom if ever scrubbed. There was grease on the floor near some of the machines.

The second floor work room did not have nearly so much waste about the floors. Here again the floors though swept had not

been scrubbed. The walls were coated with dust and the windows were covered with dust and showed no evidence of having been cleaned for a long time.

The fourth floor workroom had very little waste on the floors which though swept daily had not been scrubbed.

On the fifth floor conditions were the same as on the fourth. The superintendent recognized the fact that the great amount of waste was one of the disadvantages of the manufacture of paper twine. There was more waste where the heavier grades are manufactured as they can not be pieced. The short lengths must be discarded. In the finer grades the short lengths can be used.

The superintendent stated that about 2000 pounds of waste is disposed of each day.

c. Heating. Steam.

d. Lighting. Natural sufficient for any but very dark day. late overtime or night work. Each work room had large windows about four feet apart around three sides of the room. They gave good light all over the work room, except on the second floor where the ceiling was lower and the machines high which prevented the light from being well depressed about the room. Therefore in the center of the room artificial light had to be used even on the sunny afternoon on which the investigation was made. Artificial light is provided by means of electric bulbs suspended from the ceiling too high to be of service except for general lighting. On the second floor new drop lights with reflectors have been put in. On the fourth floor they are beginning to install drop lights with reflectors over each bag making-machine and several in the center of the room for general light. The superintendent told the investigators that these lights with reflectors were to be installed throughout the plant. Five of the girls working at the bag machines faced the light but the girls were moving about the machine and this partly broke the light.

e. Ventilation. Natural. Plenty of windows and on the day of the investigation a sufficient number were open so that the air was good in all the rooms.

6. Occupations.

a. List:

Twine room Tending bobbins. 17 women (piece work)
Operating paper cutting machines & miscellaneous. 29 men.

Bag room. Taking bags off bag machines and typing packages. 21 women.

Toilet paper room. Operating perforating machines and cutting machines and general work. 26 men.
Labeling. 8 women (time work)

Printing department. 4 men

Miscellaneous.
Trucking)
Engineers & helpers) 14 men
Cleaners)
Office 5 men, 3 women.

b. Unusual occupations. This is the only plant in the country that spins paper twine and rope. The machine is a little like that used for spinning cotton. The machines which make the coarser grades hold 48 spools and those making the finer grades 72 spools. All or only a part of these spools may be used at one time. The paper is fed to the machine in flat strips and is spun and wound on the spools. The company expected each woman to tend 36 spools. Several women took care of 54 and some as many as 72. The machine spinning heavy twine which has 48 spools, 24 on each side, was so constructed that all the spools had to be changed at once. The machines spinning finer grades and having a greater number of spools were so arranged that each spool could be changed as soon as it was full without interfering with the rest.

The one of the fine grades took 45 minutes to fill a spool and the women tending 54 of these had to change one in a minute. A still finer grade, requiring an hour and a quarter to fill, were tended by women caring for 72 spools which resulted in their having to change about one a minute.

c. Sitting - standing. The women doing the spinning stood continuously at their work. Those tending many spools of the grades which filled rapidly were moving about continuously and could not sit down to their work. Those working on very fine grades where the spools took a long time to fill could have sat down for several minutes at a time in intervals of the work.

The girls working at the bag machines could change from sitting to standing.

The girls pasting labels on toilet paper worked seated at long tables.

d. Seats provided. No seats were provided for the girls operating the spinning machines. Seats were provided for each girl operating the paper bag machines and doing the labeling. These were home made benches with backs made of a flat board nailed to the back of the bench seat and sticking up straight.

7. Safety. a. Fire. There was only one stairway leading from floor to floor so narrow that only one person can go down at a time and impossible for two persons to pass. The stairways between three of the floors were inclosed and had doors at the top and bottom, opening out. Fire exits not marked. One fire escape on south end of building. In

case of fire the instances noted above of spools of twine lying in the aisle create a hazard.

b. Guarding machinery. The belts in the first and second floor work rooms were not well guarded, nothing prevented the clothing or hands from catching in them. The moving parts of the paper bag machines were covered with wire netting.

c. Uniforms. none.

d. Door opened out.

8. Health and sanitation.

a. Drinking facilities. One cover in each room. There was a drinking fountain on the cover at the door of each of the two women's dressing rooms and one at the head of the stairs on the third floor. The water is run through coils packed in ice.

b. Wash rooms. A sink with cold water faucet in each of the two women's dressing rooms. No soap or towels provided.

c. Toilets. One room on 3rd floor, and one on 5th. The toilets are in each of the two women's dressing rooms.
Third floor toilets
3 seats - 19 women. 6 for each seat.
The women from the first and second floors use these toilets. No women work on third floor.
Compartments not screened by door.
Fifth floor toilet:
1 seat - 24 women
The women on the fourth and fifth floors use this room. The seat in this room faces the door and is unscreened so that when the door is opened seat is exposed to view of workroom.

9. Service and welfare facilities.

a. Lunch room - none.

b. Cloak room. 3rd floor rooms - six half length metal lockers outside the door, full length wooden lockers inside. Outside ventilation given by two windows. Sink, rough wooden bench and trash barrel. Floor strewn with bits of paper and dust. Never scrubbed. A girl in the room resting on bench said it was not cleaned very often.
Fifth floor room. Full length wooden lockers, new white sink, wooden bench, & trash barrel. Outside ventilation from one window.

c. Health Service.

1. First aid kit.

2. Aid rendered by superintendent and one of the girls in the office.

3. No records kept.

10. Employment management.

a. Who hires? Superintendent.

b. Who fires? Foreman

c. Who transfers? Superintendent. The superintendent said in this connection that if an employee did not get along in any department they were willing to transfer him to another but that the matter was carefully investigated first. When asked the superintendent stated that in no case had any dissatisfaction been the foreman's fault.

d. Records. Keep employment records covering age, marital condition, number of children and occupation.

e. Labor turnover. The superintendent stated that most of the old employees did not shift very much. Those taken on comparatively recently did. However, he estimated that about 70% of the force was permanent.

Remarks.

The wages for the night shift are higher than for the day shift on the same process. Those doing time work on the day shift begin at .25 per hour. Those on the night 28 cents per hour.

11. Seven of the fourteen women on the night shift have children.

	Age of mothers	No. of children
1.	29	3
2.	26	2
3.	22	1
4.	32	3
5.	23	3
6.	22	1
7.	--	2

The bookkeeper tols about a woman of 60 who has worked in the factory since her 30th year old daughter was a baby in arms. The mother, a widow, had no one with whom to leave the baby so brought her to the factory, made a bed of paper and made her as comfortable as possible. The child grew up in the factory and has worked in it since she was a little child. She is now 30 years old and looks as old and worn as her mother.

11. Recommendations.

1-2-3. Including 8 hours for night shift.

2. Cleaning. It is recommended that provision be made for scrubbing floors and stairs and cleaning windows throughout the building at lease once in 6 months. It is further recommended that the dressing rooms and toilets be scrubbed at least once a week.

It is further recommended that waste in the first floor workroom be collected and taken out of the room often enough each day that there will not be piles of it about machines and in the aisles.

It is further recommended that a floor worker be detailed to keep the finished spools picked up out of the aisles.

It is further recommended that provision be made for rewhitewashing the walls throughout the building at least every 6 months.

3. Seats provided. It is recommended that the law requiring one seat for every three women be enforced in the spinning departments when at present no seats are provided. It is further recommended that for the girls working at paper bag machines seats be provided with adjustable backs and adjusted to the height of the machine.

4. Safety. It is recommended that the stairways be widened so that four abreast can pass up or down or two persons going each way may pass.

It is further recommended that fire exits be marked.

It is further recommended that all moving belts be provided with guards as high as six feet from the floor.

5. Health and Sanitation. It is recommended that soap and individual towels be supplied in both dressing rooms.

It is further recommended that the toilet compartments in the third floor dressing room be screened and the toilet seat in the fifth floor dressing room be so screened that it will not be exposed when the dressing room door is opened.

6. Service and welfare facilities. It is recommended that a lunch room be provided.

It is further recommended that a rest room be provided.

It is further reco

7. Employment Management. It is recommended that a system of transferring be worked out. It is further recommended that employment records be kept.

— Virginia —

Printing + Publishing

9 Schedules

Virginia—Printing +

Richmond, Va.

VIRGINIA SURVEY.

From: A. H. Campbell

To: Miss Mary Anderson, Director, Women's Bureau.

Subject: Investigation, A. Hoen & Co, 900 Randolph Street, Accessible.

Date: November 20, 1919.

1. Persons interviewed: Mr. E. Weber Hoen, Superintendent & member of firm.
Miss Elizabeth Pemberton, Office Asst.
Miss Jones, Bookkeeper.

2. Products: Lithograph cigarette and tobacco wrappers.
Commercial engraving & lithographing of checks, letter heads, bill heads, etc.
Books of cigarette papers.

3. Number of employees.

Total 112	Men 56	women 48	boys 8
white "	39	" 48	" 8
colored"	17	-	-

4. Hours.
Beginning 8 a.m. Ending 5 p.m.
Sat. " 8 a.m. " 1.30 p.m.
Lunch period - 1 hour
Number of days 6 Total daily - 8 hours
" Sat. 5 hours 30 min.
" weekly - 45 hours, 30 min.
No overtime - extra orders take on extra help.

5. Work room conditions.
a. Description. The plant occupies a modern one story brick building covering about the area of a full city square. There are large windows about three feet apart around all four sides and a saw-tooth roof makes the light as good in the center as at the sides. The walls are white washed and clean. Stone floors, free from waste and dust. At the northwest corner a section is partitioned off for the art department. The lower part (about five feet) of the partitions are wood, the upper to the ceiling, glass so that they do not interfere with the light. The artists tables are ranged in a straight row. A stone rack is in the center and the room is clean, orderly and pleasant. Here therartists make the designs on the stones. Following the north side of the building one next comes to the transfer department. This department is not partitioned off but is separated from the restof the room on the south by the stone racks where all the stones are stored. This rack extends the length of the transfer, grinding and part of the printing department and reaches to within two feet of the ceiling. The transfer, cleansing or grinding and printing departments are spacious, orderly. Aisles are well defined and wide enough for one person going each way to pass. The section from the printing department to the east end of the building is

inclosed, as the art department was, with wood and glass partitions. Here the gold, bronze and silver are put on. Women work in this department feeding the machines and taking off. The center section of the room, running from east to west is used for storage at the east end and center, the west end of the section is occupied by the book department. Here at long tables girls make the books of cigarette papers. The extreme west end of this section is partitioned off with wood and glass partitions for the offices. Following the south side of the building the section at the east end is devoted to paper seasoning. Here the large sheets of paper are hung from iron racks, until ready for use. Just beyond paper racks is color mixing machine and shelves of paints. The next section contains floor bins full of flannel, two sewing machine, and a long table at which the rollers of the printing machines are recovered. About in the center of this southern section of the building the women's cloak room is partitioned off. Just beyond the claokroom is the finishing department. Men are doing cutting, women counting, sorting and banding. Just across from this, in the center storage section is the baling machine. Further west than the finishing department on the south side are the machines for numbering checks, etc., and for perforating. At the extreme southwest corner is the first aid room. The whole floor is light, airy, spacious and orderly.

b. Cleaning. Colored porters are hired to do the cleaning. The whole building is swept thoroughly every afternoon after work and cleaning during the day is done as needed. The cloakroom, toilets and office are scrubbed once a week and the stone floors throughout the building are flushed every two or three months. The whole building seemed clean and well kept.

c. Heating. Overhead steam pipes.

d. Lighting. Sufficient natural light from large windows about four feet apart around all four sides of building and sawtooth roof, artificial light provided by electric bulbs with reflector shades, suspended at regular intervals throughout the building.

e. Ventilation. Natural. Air good and room at comfortable temperature at time of investigation.

f. Occupations.

a. List

Office	- 3 women	4 men	time rate
Machinists		2 "	" "
Firemen		1 "	" "
Artists		6 "	" "
Transfer		5 "	" "
Stone grinding		2 "	" "
Watchman		1 "	" "

Cutters	6 men	time rate
Printers	11 "	" "
Helpers (boys)	8 boys	" "
Porters	17 men	" "
Bronze dept. 6 women		" "
Finishing " 5 "		" "
Book folding 12 "		hour "
" making 25 "		piece "

The women in the bronze department doing feeding receive from .25¢ to 30¢ an hour, those taking off receive 22¢ an hour. The women doing piece work are paid 6¢ per 1,000 books and make from $11 to $20 per week.

b. Hazard or strain. The woman who operates the machine which numbers checks has to stand at work. The machine is operated by a foot press and operator faces the light. Machine close to large windows and right in glare of sun part of the afternoon.

c. Sitting or standing. All the women sit at work except those in the finishing department and the one operating the numbering machine. The women in the finishing department can sit or stand as they like but all have seats if they wish to use them. The woman at numbering machine stood.

d. Seats provided. Seats provided for women in the bronze department were backless benches but adjusted to the height of the machine. Seats provided for women in the finishing department were the ordinary round backless stools. Seats for the women in the bookmaking department were the ordinary wooden chairs with wood backs.

7.
Safety

a. Fire. No fire escapes. No sprinklers. Pyrene extinguishers at regular intervals and one large chemical extinguisher.

b. Guarding machinery. No evident hazard from unguarded machinery.

c. Uniforms. None.

d. Doors. Workroom, office and street doors open in.

8. Sanitation.

a. Drinking facilities. No coolers in workroom. Use codd water faucets in cloak room.

b. Washroom. Along the south wall of the cloak room are two long, trough shaped white enameled sinks. Each has five hot and five cold water faucets over it. Between the sinks a shower bath for women is partitioned off with coapstone slab walls. Walls about ten feet high. This enclosure is in two sections with rubberized curtain between. Floor of shower bath sloped to a floor drain in center. No soap provided. Paper towels furnished. Girls bring own soap and towels if they wish.

c. Toilet. The toilets are built out in an extension from the building. Door to toilets opens out from cloak room. The toilets and room are scrubbed once a weekmand swept every day. They were three seats separated by side partitions, but not screened in front. Walls white and clean, stone floors. One white sink in this room with hot and cold water.

. Seats. 3 seats - 48 women - 16 women to each seat.

9. Service and welfare facilities.

a. Lunch room and rest room. No lunch room- women eat in work room. First aid room also serves as rest room. It contains aswell as first aid equipment and bed, a couch and two comfortable chairs.

b. Cloak room and locker facilities. The cloak room is partitioned off about in the center of the southern side of the building. It is about 10 feet by 25 feet and the partitions reach to within a foot of the ceiling. Full length wooden lockers are around three sides of the room and five double rows or them extend across the room leaving a wide aisle between them and over at each side and each end of the room There are enough lockers for each girl to have one and several extra ones. The floor of the room is stone and kept clean. Each locker has a wooden floor above the stone and is fitted with hooks and a shelf at the top.

c. Health service. A first aid room is fitted up at the southwest end of the building. It is about six feet by ten feet. The partition reaches to about three feet of the ceiling and guage is stretched fform the the top of the partition to the ceiling. The room contains a Johnson first aid wall cabinet, a white iron hospital bed, wwx two comfortable chairs, a straight chair and couch. The stone floor is covered with an attractive rag carpet rug. A creton cover is kept over the bed and couch when not in use to protect the covers from dust. The room is clean and very pleasant and has windows on the west and south. The first aid woek is attended by Miss Pemberton, office assistant, who has had the first aid training given by the Girl Scouts' organization. No records are kept.

10. Employment management.

a. Who hires? Superintendent does nost of it.. Occasionally a foreman hires someone and sometimes anyone in the office hires the unskilled workers, cleaners, helpers, etc.

b. Who fires? Foreman of department.

c. Who transfers? No system.

d. Records. None other than payroll.

e. Labor turnover. Regular force is practically permanent. When extras are taken on to meet big order they are hard to get, irregular and can not be depended upon .

11. Recommendations.

3.

4. Strain. It is recommended that the position of the numbering machine be changed so that the operator will not have to face the light.

5. Seats. It is recommended that seats with adjustable backs and adjusted to the height of the worker and the machine or table be provided for all workers.

6. Safety. It is recommended that all doors be made to open out.

7. Sanitation. It is recommended that water in coolers be provided in the work rooms. It is further recommended that soap and individual towels which can serve as bath towels be provided. It is further recommended that each toilet compartment be fitted with a door.

8. Service and Welfare. It is recommended that a lunch room be provided.

9. Employment management. It is recommended that a unified employment policy be worked out which shall include a system of transfers and that employment records be kept.

Richmond, Va.

VIRGINIA SURVEY: print + publ

FROM: A. H. Campbell

TO: Miss Mary Anderson, Director, Women's Bureau.

SUBJECT: Investigation, Mitchell and Hotchkiss

Address: 6 to 10 8th St.

Accessible.

DATE: Nov. 20, 1919.

1. Persons interviewed:
   Mr. Mitchell, superintendent and member of firm.
   Miss Walker, forelady in charge of all women employed.

2. Product:
   Printing, any kind on order.

3. Number of employees.

Total 36	Men 17	Women 18	Boy 1
White	" 14	" 18	" 1
Colored	3	--	0-

4. Hours:
   Begin. 7.55 a.m. End. 5.00 p.m. Sat. 7.55 a.m. to 1 p.m.
   Lunch period 30 minutes.
   Number of days 6. Total daily 8 hrs. 35 min.
   " Sat. 5 " 5 "
   " weekly 48 "
   Overtime: Women none. Men occasionally.

5. Workroom conditions:
   A. Description: The factory occupies a two story brick building. The first floor workroom contains the large presses and job presses. Supplies are stored in this same room and obstruct the floor space. There are no aisles. In the center of the room is a large cylindrical stove, pipes extend from it across the ceiling to hot air radiators in the floor of the room above. Windows on three sides, walls once whitewashed but now badly worn and coated with dust. A stairway enclosed with wooden partitions leads to the floor above. The northeast section is devoted to bindery work, the southeast and south side to compositing. At the southwest corner a small room about four feet by five feet is partitioned off for the use of three monotype operators. In the center and north side are ruling machines and tables. The room is crowded but orderly, aisles narrow but straight. Near the compositing section is a small cylindrical srote. There are windows on four sides of the room. The walls and ceiling dun colored.

   b. Cleaning. The three colored porters clean after work in the evening and during the day as needed. The investigation was made in the late afternoon and there was very little waste

about and only a light dust on the floors. However, the floors showed no evidence of even having been scrubbed.

The women's toilet and cloakroom floor was apparently swept daily, but the walls there and throughout the whole building were coated with dust. The forelady said this room is scrubbed once a week.

c. Heating. The large stove on the first floor heats that workroom and supplies hot air heat to the flor above through hot air register in the floor of the second floor work room. If this heat is not sufficient to make the upper room comfortable the small stove in it is used. On the day of the investigation the second floor room was comfortable but the first floor room too warm. With this system it would seem difficult to avoid such a result.

d. Lighting. Natural light sufficient for any but dark day. On second floor artificial light needed on first floor afternoons. Artificial lights provided by unshaded electric bulbs suspended from the ceiling, too high to be of service for any but general light.

e. Ventilation. Natural. Windows about four feet apart on three sides of first floor and four sides of second. Air good at time of investigation.

6. Occupations:

a. List all occupations.

Men	Women
2 in office	---
1 monotype operator	2 monotype operators
2 ruling machine operators	1 ruling machine operator
5 compositors	1 copy holder
3 press men	12 in bindery
3 cleaners	2 job press ~~operators~~ feeders
1 machinist	

All women on time rate. Average $14 per week.

b. Describe operations involving hazards or strain, unusual. The two job presses did not have the guards which prevent the fingers from getting caught as press closes. Women feeding job presses had to stand all day.

c. Sitting or standing. The women feeding job presses stood, all the others sat.

d. Seats. Seats were provided for all the women except those doing press feeding. The monotype operators had ordinary chairs with bent wooden backs, the copy holders were provided with the same, the women doing bindery work were provided with backless benches and stools. The forelady stated that seats with backs had been provided for these women but that they had not liked them but that they had

preferred the benches and stools.

7. Safety.

a. Fire. No firescapes, sprinklers, or chemical extinguishers.

b. Guarding machinery. Job presses unguarded, See above, 6 b.

c. Uniforms. None.

d. Doors. All doors - workroom and street - open in.

8. Sanitation.

a. Drinking facilities. mNo cooler. Drinking water at sinks in work rooms or in cloakroom.

b. Washroom. Two white enameled iron sinks with cold water faucet over each on north side and two on south side of second floor workroom. Girls kept towels hanging around in work room so they would not have to go to cloakroom on first floor to wash. Individual towels and cake of soap furnished once a week.

One white enameled sink in cloakroom on first floor.

c. Toilet. One toilet seat - flush type - in cloak room on first floor. Seat unscreened from cloak room and facing door out into work room. The cloakroom is at the southeast end of the room and piles ofpaper stock and supplies protect it from the work room, but should these be removed whenever the cloak room door was opened the seat would be exposed to view of about half the workroom.

Window in cloakroom gives light and ventilation. The building next door obstructs the light somewhat so a suspended unshaded electric bulb provides artificial light.

1 seat - 18 women.

9. Service and welfare.

a. Lunchroom and restroom. None.

b. Cloakroom and locker facilities. Cloakroom partitioned off to the ceiling from first floor workroom at southeast end. Is about fourtfeet by eight feet. No lockers, coats and hats hung from nails in partition. Contains one unscreened toilet seat and one white enameled sink with cold water faucet.

One high window gives ventilation and some light though building next door obstructs light somewhat so artificial light, suspended unshaded electric bulb, provided.

c. Health service. First aid equipment. Forelady has charge of it but said it is never used. Accidents very rare but if anything should happen a doctor is summoned at once from the Hohnson-Willis hospital.

Records. No records of illness or accident kept.

10. Employment management.

a. Who hires? Forelady hires all women, foreman hires men.

b. Who fires? Person who hires.

c. Who transfers? Forelady says she always changes her women from one process to another to prevent monotony and because girls like to learn more than one thing.

d. Records. None other than payroll.

e. Labor turnover. Women stay a long time. Mr. Mitchell a very considerate employer and forelady said "girls appreciate this, like the work and stay. Even the ones who leave to get married often come back."

REMARKS. The compaby owns the adjacent lot and expects to build as soon as a satisfactory contract can be placed.

11. Recommendations:

1 - 2 - 3.

4. Cleaning. It is recommended that the work rooms be scrubbed at least once every six months.

It is further recommended that the walls be cleaned and whitewashed at least once every six months.

5. Heating. It is recommended that a steam heating system be installed as with the present system the first floor work room is too hot and the second floor not warm enough.

6. Hazards. It is recommended that the job presses be guarded.

7. Seats. It is recommended that seats with adjustable backs and adjusted to the height of the worker and the machine or table be provided for all workers.

8. Safety. It is recommended that fire extinguishers be provided in both work rooms. It is further recommended that aisles be cleared in first floor work room.

It is further recommended that work room and street doors be provided which open out.

9. Sanitation. It is recommended that drinking water in coolers be provided in each work room.

It is further recommended that the toilet seat in first floor work room be screened.

10. Service and welfare. It is recommended that a lunch room be provided.

It is further recommended that a restroom be provided.

It is further recommended that the cloakroom be fitted with full length individual lockers.

It is further recommended that someone with first aid training have charge of the first-aid cabinet and that records of all cases of illness and accident be kept.

11. Employment management. It is recommended that an employment policy be developed which shall include a system of transfers and that employment records be kept.

Richmond, Va.

print + peele

VIRGINIA SURVEY.

From: Agnes H. Campbell

To: Miss Mary Anderson, Director, Women's Bureau.

Subject: Investigation of Everett Waddey Co., 1105 E. Main Street, Accessible.

Date: Nov. 14, 1919.

1. Persons interviewed.
   Mr. Carruthers, Superintendent.

2. Product.
   Engraving
   Printing
   Bookbinding.

3. Number of employees.

Total 153	Men 99	Women 54	Children---
White	" 92	" 54	
Colored	" 7	---	

4. Hours
   Beginning 8 a.m. ending 5 p.m.
   Sat. " 8 a.m. " 1.30 p.m.
   Number of days 6. Total Daily 8 hrs. 30 min.
   " Sat. 5 hrs. 30 min.
   " weekly 48"

   lunch 30 min.

   Overtime - none.

5. Work room conditions.
   a. Description.
   The factory is housed in two adjoining brick buildings, one three stories high and the other four. The work rooms on the first, second and third floors of both buildings opened into each other through wide door ways with sliding metal doors. The fourth floor work room, where the engraving was done, was a spacious room, machines and tables were around three sides and open floor space in the center. The work rooms on the first, second and third floors were the full size of each building, high ceilinged. Machines and tables were ranged closely together, leaving only one narrow ~~[illegible]~~ aisle on each side of the room. Piles of paper and boxes between machines and in aisles. This gave the room a crowded and disorderly appearnace. There were windows about 4 feet apart on three sides of each work room. The walls were dull gray, coated with dust. The third floor work room floors were littered with paper and in one place waste was so piled up in the aisle that it was difficult to walk through. Stairway in each building leading from floor to floor about wide enough for two persons to pass. Enclosed with wooden partitions. Doors at bottom open out.

Cleaning.

One colored man is hired to do the cleaning on each floor - 4 in all. He is supposed to sweep the work rooms and coat rooms on each floor every morning before work begins and then stay around to clean during the day as needed. The floors looked as though they were brushed up every day but not as though they were thoroughly swept and the showed no evidence of ever having been scrubbed. The coat rooms, which were combination coat, toilet and wash rooms, had floors which were thick with dust and strewn with papers. A girl in one of these rooms told the investigator that they were swept about twice a week. The superintendent told the investigator that he knew that the coat rooms were not as clean as they should be but that he personally inspected them every week. He stated that the difficulty was that colored men did not know how to clean and could not be made to do it right.

c. Heating. Steam.

d. Lighting. Natural. The windows about three sides of each work room gave sufficient light for any but dark days or late afternoon in winter. Artificial light was provided by unshaded electric bulbs suspended from the ceiling. They are too high above machines and tables to be of service for any but general lighting. Local lights seemed unnecessary on any but the first flood. The girls on the fourth floor doing engraving sat facing the windows. Two girls on the third floor doing hand binding sat facing the windows. The girls doing engraving were protected a little from the light by their machines but those doing hand binding worked with the glare of strong sun light right in their eyes. Windows unshaded.

e. Ventilation. Natural. Sufficient number of windows to give good Ventilation and on the day of the investigation there were enough open so that the air in the rooms was good.

6. Occupations.

a. List.

Engraving - women and men - 3 women
press feeding " (4)
copy holders " 4
bindery " & men - 20 women
monotype operators - women - 13
Press men - men
compositors "
printers "
machinists "
cleaning 2

All women on time rate.

b. Hazards or strain.

The girls who do counting in the bindery department have to stand at work. If the same girl works at this all day it means continuous standing all day. The superintendent stated that the girls in the bindery department were changed from one process to another several times each day, so no one girl stood all day. However, one of the girls doing counting told the investigator that she did the same thing all day and stood all day.

c. Sitting or standing. The girls doing engraving, key board operating, & copyholding sit at their work, those in the bindery sit or stand according to the process, the press feeders sit or stand as they wish.

d. Seats provided. Seats, round stools and benches without backs were provided for all women except those doing counting in the bindery. However, there were enough seats in the bindery department to comply with the law requiring one seat for every three women employed.

7. Safety.

a. Fire. Fire exits were not marked. There were two fire escapes, one on the north side and one on the east side of the building.

b. Guarding machinery. An effort had been made to guard machinery and belts. However there were two unguarded belts on the third floor. They were about five feet from the floor and dangerous only if they slipped off, for they were not fast moving belts and not on the aisle but between the machines and no one was supposed to go between the machines but the man in charge of them.

c. Uniforms. One girl doing press feeding wore a checked coverall apron and cap to match. The superintendent stated that no uniform was required or suggested by the company. This girl wore cap and apron of her own accord, he supposed "because she did not want to have to wash her hair so often." None of the other women wore uniforms.

d. Doors. The door on 11th Street used by the employees opens in.

8. Sanitation.

a. Drinking facilities.

No drinking water was furnished in the work room at the time of the investigation. The superintendent explained that coolers, with ice supplied by the company are kept in each work room from March to November, the rest of the year the workers drink the water from the faucets in the cloak rooms.

b. Washroom. Sinks with one cold water faucet are located in the coat rooms as follows:

1st floor	-	one	sink
2nd "		"	"
3rd "		two	"
4th "		one	"

The sinks are all old and badly in need of scrubbing. Individual towels are furnished once a week. No soap is provided.

c. Toilet. The toilets were partitioned off from the clack room on each floor. Each had a door and outside window and at the time of the investigation all the windows were open so that the air was good and no odor noticeable. However, the toilets themselves were old and very much in need of scrubbing. They were the chain flush type. On the third floor a machine operated by a man was so close to the coat room door that anyone wishing to enter had to make an effort to squeeze past the machine.

1st floor	-	4 women,	1 seat.
2nd "		17 "	1 "

3rd floor - 3 women - 2 seat- 1-1/2 women to a seat.

It will be noted that more women are employed on the third floor than any other and that there is only one toilet seat in the third floor coat room. The floors of this room are more littered and more thickly covered with dust than the others as was to be expected because more use it.than the others. When the investigator was in the fourth floor coat room a girl was there who said she worked on the third floor. When asked why she came up to the fourth floor coat room she replied that it was less crowded.

9. Service and welfare facilities.

a. Lunch room and rest room.
None. Women eat in work room.

b. Cloak room and locker facilities. A coat room was partitioned off from the work room on each of the four floors. The partitions reached to the ceiling and each had two windows. No lockers were provided, the women hung their coats from nails in the walls and partitions. No seats of any kind were in the rooms. The floors were littered with papers and dirt.

c. Health Service. No first aid or hospital equipment. The superintendent said he kept in his desk "a roll of bandages, a bottle of peroxide and some court plaster." If anyone is badly hurt or ill a doctor is summoned, usually Dr. Price, who is able to reach the plant in about ten or fifteen minutes. If the accident or illness is such as to demand immediate attention the ambulance is summonded.

No record is kept of illness or accidents.

10. Employment management.

a. Who Hires? The foreman of each department.
b. " fires? " " " " "
c. " transfers?" " " " " The superintendent. The
The superintendent stated that whenever an employee had trouble in one department or did not get along well he always changed him or her to another department. He explained that he did this more for his own good than that of the employee as help was hard to get, that it was to his advantage to fit each person into the work he could do best and where there would be as little friction as possible.

d. Records. No records other than payroll.

e. Labor turnover. Very high, employees kept changing all the time.

11. Recommendations. 1, 2 & 3.

4. Cleaning. It is recommended that each work room be thoroughly swept each morning before work begins. It is further recommended that each work room be scrubbed at least once every six months.

I

It is further recommended that the waste which accumulates during the day be taken out of the work room as it is gathered up and not be shoved out in the aisle as was the case on the third floor. It is further recommended that the coat rooms and toilets be thoroughly swept every morning and scrubbed at least once a week. It is further recommended that some person be made responsible to see that this cleaning is thoroughly done.

5. **Lighting.** It is recommended that shaded local lights be provided in the first floor work room.

6. **Seats.** It is recommended that seats with backs adjustable to the height of the worker and machine or table be provided for all workers.

7. **Safety.** It is recommended that an inspection be made of the belts on the third floor. It is further recommended that fire exits be marked. It is further recommended that in accordance with the law the door on the 11th Street entrance be made to open out.

8. **Sanitation.** It is recommended that drinking water be furnished in the work rooms all the year around. It is further recommended that the washing facilities be made to include both hot and cold water and soap. It is further recommended that the machine near the coat room door on the third floor be moved so as to make access to the coat room easy. It is further recommended that toilet facilities be increased soas to provide one seat for every 20 women on each floor, though there are enough to meet that requirement for the whole plant.

9. **Service and welfare.** It is recommended that a lunch room and rest room be provided. It is further recommended that full length, individual lockers be provided in the coat rooms on each floor. It is further recommended that a first aid equipment be installed and some one be made responsible for its use who shall keep records of all cases of illness and accident.

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— Virginia —

Tobacco

38 Schedules

Note.

5 Tobacco Schedules missing when material was checked Nov 7, 1927

M. H. Turner.

Danville, Va.

VIRGINIA SURVEY.

From: Ethel L. Best

To: Miss Mary Anderson, Director, Women's Bureau.

Subject: P. Lorrilard & Co.

Date:

1. Persons interviewed: Mr. H. E. Lipscomb, Mgr.

2. Product: Small cigars.

3. No. of employees:

Total 157	Men 19	Women 118	Under 16	Boys 1	White
White 131	" 13	" 98	" "	Girls 19	"
Colored 26	" 6	" 20			

4. Hours:
Begin 7.15 a.m. End. 5.45 p.m. Sat. 1.00 p.m. Lunch period 12-12.30
No. of days 6 Total daily 10 Total weekly 55-1/4
Overtime: Occassionally a couple of hours Saturday afternoon when the machine department is behind. Paid straight time.

5. Workroom conditions:
a. Description. Five story building. 1st floor is used for storage. Girls work on ~~ceilings~~ 2nd, 4th, 5th floors. Two stairways to each floor. Stairs are clean. Ceilings low excepting on 5th floor where there is a peaked sky light which is of glass. Building is old although this firm has occupied it but three years. Floors are worn rough and have hollows.

b. Cleaning is done by colored women during work hours, swept constantly, washed occasionally - no stated time. Were clean and well swept.

c. Heating by steam pipes around the walls underneath the windows.

d. Lighting. Windows on three sides of workrooms, artificial lights not necessary on day of visit (dark day). On the third floor where the packing is done the windows are darkened and the light comes directly over work tables and machines, the ones over the packing tables are shaded with green shades.

e. Ventilation from windows. Air much better than in a rehandling plant.

Occupations. a. List all occupations.

47	packers	White women
6.	"	" girls
32	machine operators	" women
19	helpers	" "
13	"	" girls
17	strippers	colored women
3	sweepers	" "
6	machinists	white men
4	foremen	" "
3	shipping	" "
1	errand boy	" Boy
6	operating cutter, mixer, caser	colored men

b. Describe operations involving hazards or strain, unusual. Girls operating the cigar making machines are liable to cut their fingers if they are not careful. The roller, knives are attached, should be guarded. It descends on the leaf form and if a girl leaves her hand on the form too long, the knives will cut her fingers. Two girls are working on a labeler worked by a foot treadle, they use the same foot each time to press the treadle.

c. Sitting or standing. All gitls sit except two girls, under 16, putting on Government stamps; these girls have a rocking motion as they stamp.

d. Seats. In the stemming room homemade stools, in the packing room boughten stools with rounds, in the machine room the operators have kitchen chairs and the helpers have stools which they use part of the time.

7. Safety.

a. Fire escapes. Fire escapes clearly designated leading to a roof of near houses. Also pyrene fire extinguishers, paidl and automatic sprinkler.

b. ~~Th~~ Guarding machinery. The rollers on the cigar making machines should be guarded.

c. Uniforms. Not worn.

d. Doors. Open out.

. Sanitation. a. Drinking facilities. (Kind and location.) Ice water tanks with two faucets each over the wash troughs on the 2nd, 4th, 5th floors. Two tin mugs are attached to the tank on each floor by a chain.

b. Washroom. 1. Location and description. 2. Soap. 3. Towels. Enamel troughs with four faucets each (cold water only) are on each floor at the end of workroom. C ry clean well kept. No soap. No towels.

c. Toilet. Location and description. No. toilets. Two toilets on 2nd floor, no windows but outside ventilation, lattice doors in front of seats, clean, toilet paper. 3 toilets on 4th floor. Same as on 2nd floor, only there is a window. 5 toilets on 5th floor, same as on 4th floor. Cleaning is done in all these toilets by the colored sweeper.

10 seats 10 colored girls to a seat
10 white " " " "

9. Service and welfare facilities.

a. Lunchroom and restroom. Lunchroom on 3rd floor. One end of room is used for storing hogsheads of tobacco, the other for the lunchroom. Windows on two sides. 5 long tables with benches on each side. Tables have ropes attached to pulleys so that they can be lifted overhead if necessary to use floor for spreading tobacco. Cafeteria service. Everything very clean. No restroom.

b. Cloakroom and locker facilities. Racks on 2nd floor at one side of workroom where wraps of colored girls are hung. Cloakroom on 5th floor for white girls, windows, partitions do not extent to ceiling, racks in center, hooks along sides, one chair, one stool, rather messy, sweeper had not been in yet. No lockers.

c. Health service. 1. First aid in a small room off the cloakroom. Room contains a cot, washstand with basin on it and a cabinet which contains gauze, cotton and a few simple remedies.

2. Person in charge. Assistant forewoman on the fourth floor is in charge, she has had three years first aid experience in the plant and assists the doctor when he comes. Doctor comes every day at 3.30 and stays as long as is neccessary.

3. Health records. Only of serious injuries, mostly cuts from the cigar making machine treated.

10. Employment management.

a. Who hires? Manager and foremen.

b. Who fires? Foremen.

c. Who transfers? Occasionally the manager.

d. Who transfers? None.

e. Records? Unknown.

11. Recommendations:
1 - 2 - 3.

4. Guards on rollers of the cigar making machines.

5. Automatic power to run the labeling machines.

6. Chairs with backs adjusted to the operation.

7. Individual paper cups.

8. Hot water, soap and individual towels.

9. Cafeteria to occupy whole floor with the exception of space taken for rest room and hospital room.

NOTES:

Great difficulty in getting and keeping girls. Pays customary wages in Danville, beginning $10.40 ~~cents~~ a week. In the packing department where there is the greatest shortage it takes about five weeks to learn, then the girl goes on piece work and earns about $12. Ought to earn $15 at the end of six months and $19 at the end of 15 months. Out of 26 girls hired a few weeks ago, only 9 stayed at the end of five weeks. Bonus of 60% a week is paid for attendance. Girl absent one day loses 10%. Over half the machines in the cigar making room were not running owing to lack of workers.

Richmond, Va.

VIRGINIA SURVEY

From: Mrs. Ethel L. Best
Mary J. Schaill

To: Miss Mary Anderson, Director, Women's Bureau.

Subject: Investigation: a. American Tobacco Co.
b. 21st and Cary Sts.
c. Accessible: (15 min. street car ride from center of city)

Date: Nov. 6th, 1919.

1. Persons interviewed:
Mr. Walker, Asst. Supt.

2. Product:
Rehandling Tobacco.

3. Number of Employees:

Total		462
White	men	10
Colored	"	74
Colored	women	378
Children		none.

4. Hours:
Beginning 7:30 a. m. End 6 p. m.
Saturday 7:30 a. m. " 12:30 p. m.
Lunch period 30 minutes. No
Number of days 6, hours per day 10. Saturday, 5.
Number of hours per week, 55.

5. Work room Conditions:

a. Description: A five story brick building, comparatively new, rooms length of building, window on each side, machines arranged parallel with same, aisles open and well spaced.

b. Cleaning: Sweepers at work on every floor nice, smooth, clean floors, windows clean for a tobacco factory, did not ask about scrubbing, as nature of work and newness of building none seemed necessary.

c. Heating: Steam heat.

d. Lighting: Windows on both sides of room, machinery in rows length of room, operator with back to windows,

e. Ventilation: The air is washed every 20 minutes and a large exhaust over every stemming machine carries the dust off. Well equipped in this respect. Windows on both sides also allow for natural ventilation.

6. Occupations:

a. List of occupations

Second floor,	stemmers,	colored	women	115
	" (helpers)	colored	men	22
	sweepers	"	women	3
Third floor,	stemmers	colored	"	45
	" (helpers)	"	men	10
Fourth floor,	sorting tobacco	"	women	20
	sweepers	"	"	5
" "	cutting "	"	men	5
Fifth "	general work	"	"	20
	steaming	"	"	4
	cooper's shop	"	"	15
" "	strip drying	"	women	6
	feeders	"	"	5
" "	searching table	"	"	59
" "	sweepers	"	"	5
" "	general help	"	men	4
" "	tumbling room	"	"	4
	stemmers	"	women	90
	"	"	men	19
	loading stems	"	"	3
	sweepers	"	"	3
				452

b. Hazards

Forty one women, sweeping, sorting and feeding have to stand, no provision for seats has been made, 59 at searching table partly resting on frame of the table - strain from long standing in drying room, air heavy with dust and fumes.

c. Sitting and standing

Women seated except as above stated, on boxes and stools, tables right height for standing work, but in some cases, when too high for a person they were standing on individual platforms.

d. Seats provided

The seats are all high stools without backs. The stemmers' seats were open top boxes in which their work is kept, they sit on edge of same, or a loose board is laid across the top.

7. Safety:

a. Fire escape.

Sprinkling system. One fire escape.

b. Guarding machinery.

All belts and gears well guarded, elevators enclosed.

c. Uniforms.

None.

d. Doors.

Sliding and open outward.

8. Health and Sanitation

a. Drinking facilities

Cooler with ice on each floor, one glass, on tank; superintendent stated employees supposed to bring own glass. No signs posted.

b. Wash rooms

No wash rooms provided. A sink on each floor in work room and six faucets in dressing or cloak room. No soap, no towels.

c. Toilets

Toilets in old part of building, being used now, old plumbing. New ones in course of construction expected to be completed in ten days from date of inspection, providing six on each floor, with outside ventilation. At present, 60 women to each seat; cleaning is done by colored woman for women, and colored man for the men.

2d	floor	118	women	6 seats - 23
3rd	"	45	"	
4th	"	25	"	
old part (5th	"	75		
new " (5th	"	90		

9. Service and welfare facilities.

a. Lunch room and rest room,

None provided, eat at the machines or sitting around the work rooms in winter, in summer on the stairs, and in the windows.

b. Cloakroom and locker facilities

A separate cloak room for men and women, a room partitioned about three-fourths up, in the tumbler room; a colored woman has charge and it is locked and no one allowed to enter except with her knowledge. Windows at one side, racks with hooks in center on which is enclosed a wire grating, clean and well cared for.

c. Health service

1. First aid equipment:

Limited. First aid provisions kept in office.

2. Person in charge:

No special one.

3. Health records:

No records kept.

10. Employment management:

a. Who hires? Each foreman.

b. Who fires? Each foreman.

c. Who transfers? No system.

d. Records. - - - -

e. Labor turnover. - - -

11. Recommendations:

1 - 2 - 3

4. Better exhausts for the drying room.

5. Chairs with backs to be provided for all women workers.

6. Individual cups for coolers or bubblers.

7. Hot water soap and individual towels.

8. Lunch room and rest room should be provided.

9. First aid to be in charge of trained person.

10. Employment records should be kept.

Richmond, Va.

VIRGINIA SURVEY

From M. J. Schaill
To Miss Anderson
Subject: Investigation Patterson Tobacco Co.
a. Address: 2510 East Main St.
b. Location:
c. Accessible? Accessible.

Date: October 24, 1919.

1. Persons interviewed: Mr. Dickey (new, exact title not assigned)
Mr. Morrow, Manager

2. Product: Cigarettes and smoking tobacco.

3. Number of employees: Total 69 Men 19 Women 50 Under 16 None.
White 50 " 12 " 38
Colored 19 " 7 " 12

4. Hours: Beginning 7 a.m. Ending 5 p.m. Saturday 1 p.m.
Lunch period 30 minutes. Number of days 6 Total daily 9½
Total weekly 53½ Overtime None

5. Workroom conditions:
a. Description: Much of building used for storage and shipping. Women employed 2nd and 3rd floor only except one woman in office. Old building, long rooms with makeshift partition between work rooms, ~~wastexmaterixl~~ of work material piled up hit and miss everywhere in the workrooms. Very dirty and unkept. Floors of wood, wearing down in places.
b. Cleaning: Sweeping going on while investigators were in building. Young boy evidently cleaning for the day at 3:30 p.m. Had a great accumulation of dirt and waste to gather up. Seemed to sweep center only. Floors needing scrubbing badly. Dickey did not think they had been scrubbed for a long time. Toilets needed scrubbing only workers stated they sometime scrubbed it so that they could use it. Mr. Dickey stated colored woman was supposed to scrub "but evidently is not doing it."
c. Heating: Heating by steam pipes.
d. Lighting: Windows on two sides of workrooms, sufficient natural light for all but late hours and they claimed not to work overtime. Unshaded electric lights installed at various heights. A few windows were supplied with shades.
e. Ventilation: Natural ventilation through windows, elevator shafts and doors.

6. Occupations
a. List all occupations:

Cigar hand rollers	5	white	women
Hand packers (smoking tob.)	7	"	"
Packers (cartons)	2	"	"
Cigarette handpackers	18	"	"

6. Occupations

a. List all occupations: (cont'd.)

Machine cigarette packers	4 white women
Stemmers	11 colored women
Cleaner	1 " "

Men do general work - overseeing - machinists, etc.
White men 12 -- Colored men 7

b. Describe operations involving hazards or strain, unusual: Hand packers weigh out tobacco for each box and fill same - goes in conveyor to ~~nut~~ The carton packer who puts boxes into cartons and seals. Wrappers then take cartons and wrap in waxed paper. Cigarette hand packers wrap 10 cigarettes in paper and slip in a box. One of them had an aggravated case of nervous movement of the body, as if suffering from palsy. Stated she "would give anything in the world if she could stop doing it." "Am so dead tired at night from it I don't know what to do". The woman back of her said "I do just as much as she and I don't do that at all. I didn't learn that way. She has only been working 18 months and I have been at it 8 years.".

Cigarette Machine Packers: Four girls work at this machine. One feeds, puts cigarettes into brass cup which feeds machine. The one who operates machine sits on the same side, she also watches that the regular number - 20 cigarettes - are placed right on the tin foil. The tin foil is cut at the same time that the 20 cigarettes drop on it. A revolving plate carries it $\frac{1}{4}$ around to where operator sits. It then goes on another quarter of the way around where the tin foil is folded by the machine. The package is then carried the third quarter around where it slips into a tube and on into a paper wrapper held over the tube by the third girl on the other side of the machine from the operator. The fourth girl picks up the packages and slips the box over it. Same hazard and strain so evident among hand packers - a nervous back and forward movement of the body.

c. Sitting or standing: All sit except the girl who puts cigarettes into container on machine and the one who puts packages into boxes after they come out of the machine.

d. Seats: Round stools and improvised home made square seats without backs. A few foot rests noticed.

7. Safety

a. Firescapes: Fire escape provided. Exits not marked.

b. Guarding machinery: Machinery being guarded on order from Dept. of Labor. Emery wheel unguarded - man wore no goggles. Guards for elevators were out of commission.

c. Uniform: None

d. Doors: Doors open in. But slide doors can be used. There are several doors on first floor.

6.

8. Sanitation
   a. Drinking facilities (kind and location) One cooler on each floor. Glasses provided by workers.
   b. Washroom
      1. Location and description: Trough in cloakroom. 3 cold water faucets, 3 hot water faucets.
      2. Soap: Soap provided.
      3. Towel: No towels provided.
   c. Toilet:
      1. Location and description, number of toilets: Three toilet rooms. 1 on second floor, 3/4 partition off from cloak room. 3 seats, 1 nailed shut. One on third floor properly screened. 3 seats, 1 here also nailed. One second floor for colored women, 1 seat. Not properly screened. Toilets very dirty and unkept. One worker stated it was not cleaned once a week unless she or some other worker did it. No outside ventilation except toilet for colored women, which had a window.
      2. Number girls per toilet (seat):

White,	second	floor,	1	room -	2	seats -	22	women -	11	per	seat
"	third	"	1	"	2	"	16	"	8	"	"
Colored,	second	"	1	"	1	"	4	"	2	"	"

9. Service and welfare facilities
   a. Lunchroom and restroom (location and description): None
   b. Cloakroom and locker facilities: Cloakroom on second floor, unkept and dirty. Sort of sectional racks, three hooks in each.
   c. Health service: None
      1. First aid equipment: None
      2. Person in charge: None
      3. Health records: None

10. Employment management
   a. Who hires? Foreman of each department.
   b. Who fires? " " " "
   c. Who transfers? None
   d. Records? None
   e. Labor turnover? No information for some time. Not worth keeping.

11. Recommendations:
   1 - 2 - 3
   4. That walls be whitewashed, windows and floors of workroom scrubbed once every six months. That floors be swept thoroughly every day and toilets and cloakroom scrubbed once every week, and someone person be assigned to that work so that workers be not forced to do it.
   5. That electric lights be provided with shades.
   6. That hand wrapper who is afflicted with nervous movements of the body be assigned other work for a while, such as feeding cigarette machine or slipping bands on the tube of that machine.
   7. That adjustable chairs with backs be provided.
   8. That exits be marked and that sprinkler system be installed. That emery wheel be guarded and operator be compelled to wear goggles. That elevator guards be kept in repair and used.

8. Sanitation
   a. Drinking facilities (kind and location) One cooler on each floor. Glasses provided by workers.
   b. Washroom
      1. Location and description: Trough in cloakroom. 3 cold water faucets, 3 hot water faucets.
      2. Soap: Soap provided.
      3. Towel: No towels provided.
   c. Toilet:
      1. Location and description, number of toilets: Three toilet rooms. 1 on second floor, 3/4 partition off from cloak room. 3 seats, 1 nailed shut. One on third floor properly screened. 3 seats, 1 here also nailed. One second floor for colored women, 1 seat. Not properly screened. Toilets very dirty and unkept. One worker stated it was not cleaned once a week unless she or some other worker did it. No outside ventilation except toilet for colored women, which had a window.
      2. Number girls per toilet (seat):

White,	second	floor,	1	room -	2	seats -	22	women -	11	per seat
"	third	"	1	"	2	"	16	"	8	" "
Colored,	second	"	1	"	1	"	4	"	2	" "

9. Service and welfare facilities
   a. Lunchroom and restroom (location and description): None
   b. Cloakroom and locker facilities: Cloakroom on second floor, unkept and dirty. Sort of sectional racks, three hooks in each.
   c. Health service: None
      1. First aid equipment: None
      2. Person in charge: None
      3. Health records: None

10. Employment management
   a. Who hires? Foreman of each department.
   b. Who fires? " " " "
   c. Who transfers? None
   d. Records? None
   e. Labor turnover? No information for some time. Not worth keeping.

11. Recommendations:
   1 - 2 - 3
   4. That walls be whitewashed, windows and floors of workroom scrubbed once every six months. That floors be swept thoroughly every day and toilets and cloakroom scrubbed once every week, and someone person be assigned to that work so that workers be not forced to do it.
   5. That electric lights be provided with shades.
   6. That hand wrapper who is afflicted with nervous movements of the body be assigned other work for a while, such as feeding cigarette machine or slipping bands on the tube of that machine.
   7. That adjustable chairs with backs be provided.
   8. That exits be marked and that sprinkler system be installed. That emery wheel be guarded and operator be compelled to wear goggles. That elevator guards be kept in repair and used.

11. Recommendations: (cont'd.)

9. That individual towels be provided.
10. That toilets be properly screened and kept clean. That outside ventilation be provided.
11. That a lunch room and restroom be provided.
12. That individual full length lockers be provided.
13. That first aid equipment be provided and competent person be placed in charge.
14. That some employment policy be adopted and employment records be kept.

Danville, Va.

VIRGINIA SURVEY.

From: Ethel L. Best

To: Miss Mary Anderson, Director.

Subject: The American Tobacco Co.

1. Persons interviewed. Mr. L. J. Paylor, Mgr.

2. Product: Loose Leaf and strip tobacco.

3. No. of employees:

Total 181	Men 74	Women 107	Under 16
White 9	9	-	
Colored 17	65	107	

4. Hours;
Begin 7 a.m. End 6 p.m. Sat. 1.00 p.m. Lunch period 1 to 2 p.m. Supper period five or ten minutes to eat sandwiches, supplied by the company.

No. of days 6 Total daily 10 hrs. Total weekly 56 hrs.
Overtime. Until a few weeks ago women worked until 7 or 8 p.m. Men until 10 p.m. Paid time and a half. Permit for the women.

5. Workroom conditions;

a. Four story brick building. Office and shipping on first floor. Second floor ordering and stemming, hanging room and machine room 3rd floor, 4th floor, storage, two stairways, stairs narrow. Stemming and hanging rooms crowded.

b. Cleaning by sweepers during work hours. Rooms too full to be easily cleaned. Floors not so dirty as littered with scrap.

c. Lighting by windows on two sides. Adequate except in ordering room, there the ordering box takes up the center of the room and shuts out the light, artificial light necessary here. Electric lights unshaded about 7 feet from the floor.

d. Heating by hot air from overhead funnels. You can feel the air if you stand under them, blow over you, it also stirs up the dust.

e. Ventilation from windows, also the manager claimed from the hot air heating pipes. Dust in stemming room bad, a good deal also in hanging room.

6. Occupations. a. List all occupations.

41 stemmers	colored	women
2 searchers	"	"
2 sweepers	"	"
50 hanging tobacco	"	"
10 feeding and taking off		""
41 Stemmers	"	men

4	seatchers	colored	men
10	laborers	"	"
10	machine room labor	"	"
9	foremen	White	"

b. Describe operations involving hazards or strain, unusual. Stemming and hanging, from the dust.

c. Sitting or standing. Girls in stemming room sit, in hanging rooms stand.

d. Seats. Stools without backs.

7. Safety.

a. Fireescapes. No fire escapes. Automatic sprinklers.

b. Guarding machinery. Machinery sufficiently guarded. Elevator on first floor needs guard. On other floors guards should be used.

c. Uniforms. Not worn.

d. ~~Exits~~. Doors. Open out.

8. Sanitation.

a. Drinking facilities. Kind and location. An iron sink with one cold water faucet near entrance to toilet on 2nd floor and 3rd floors.

b. Washroom. 1. Location and description. Same as a. No soap. No. towels.

c. Toilet. 1. Location and description. No. of toilets. Toilets off workrooms on 2nd and 3rd floors. Window in each. Partition to ceiling. No partition between seats. Toilet paper. Paper and shoes lying around-needs cleaning and disinfecting.
8 seats.
13 - 14 to a seat.

9. Service and welfare facilities.

a. Lunchroom and restroom. None. Girls eat lunch at work tables.

b. Cloakroom and locker facilities. Cloakroom on 1st floor. No window. Electric light. Air over top of partition. Racks in center with hooks. Hats on top of racks. Dingy, fairly clean. No lockers.

c. Health service. First aid equipment. None

10. Employment management.
    a. Mr. Paylor. (Who hires?)
    b. Who fires? Foreman.
    c. Who transfers? None.
    d. Records. Not kept.
    e. Labor turnover. No records.

11. Recommendations:

    1 - 2 - 3.

    4. Better ventilating system to carry off the dust from the stemming and hanging rooms.

    5. Steam pipes instead of hot air heat.

    6. Chairs with backs.

    7. Fire escapes.

    8. Guards on elevator.

    9. Bubblers on each floor.

    10. Hot water, soap, towels.

    11. Partitions between toilet seats, doors in front, cleaned daily.

    12. A room should be provided where girls can eat their lunch and rest.

    13. Outside ventilation for cloakroom and individual lockers.

    14. First aid equipment and person with some training in charge.

Petersburg, Va.

VIRGINIA SURVEY.

FROM: Miss Peterson and Miss Bryan
TO: Miss Anderson, Director, Women's Bureau
SUBJECT: Investigation: Siedenburg & Co. Branch American Tobacco Co.
a. Address, Dunlop & Commerce Sts.
b. Accessible.

DATE: 11/24/19.

1. Persons interviewed:
Mr. C. E. Cabaniss, Supt.

2. Product:
Cigars, hand made

3. Number of employees:

Total	189	Male 14	Female 175
White	165	" 10	" 155
Male	12	" 4	" 20
Female	175		

Children under 16 - 26

White women	155	Colored women	20
" men	8	" men	4
" boys	2		
" girls	24		

4. Hours:
For colored 7 a.m. to 4.30 p.m.
30 minutes for lunch

For white 8 a.m. to 5.30 p.m.
Children 8 a.m. to 4.45 p.m.
45 minutes for lunch
Saturday close at 1 p.m.
Overtime: White employees come in at any time between ~~xx~~ 7 a.m. and 8 a.m. They did not have to be there until 8 a.m. However, he admitted that the majority of employees were at work at 7.30. One girl interviewed said that she came to work at 7 and worked 10 hours a day. Mr. Cabaniss also admitted that the colored employees frequently remained until 5.30 p.m. Hours schedule as given by Mr. Cabiniss:

Whites
Daily hours 8-1/4 weekly 46-1/4
Investigators believe probable daily hours 10. Weekly 56

Colored
Daily hours 9 " 50 Sat. 6
Probable daily hours 10 " 56
Children, daily hours 8 " 45

5. Workroom conditions.
a. Description. 3 story brick building with one large workroom occupying all of two upper floors and workroom, offices, rest,

lunch and locker rooms on first floor.

b. Cleaning. Done by colored women. Toilets supposed to be cleaned once a day but were in great need of cleaning on day of visit. Floors of workrooms supposed to be scrubbed every three or four months but they - although well swept - do not have the appearance of being scrubbed so frequently. Wooden corners or spitoons placed in corners to protect walls and filled with sawdust did not look like they are emptied and are disgusting.

c. Heating. By steam overhead pipes. Adequate.

d. Lighting. By windows on three sides of three workrooms. Drop lights over machines for use on dark days and late in afternoon. Adequate.

e. Ventilation. Sufficient and satisfactory ventilation could be obtained by windows if they were ever opened which it appears is not the case.

6. Occupations.

a. List all occupations.

				These 2 also stem.	
Shakers	colored	women	2/	colored	men 3
stemmers	"	"	18		
cleaner	"			"	1
bunch makers	white	"	40		
cigar rollers	"	"	84		
supply woman	"	"	1		
packers	"	"	15		
banders	"	"	7		
labelers	"	"	2		
toilers	"	"	8		
Total			157		

Boys - white
To assist supply woman 1
To label 1
Men - white
labelers 2
office and labelers 6

Totals do not tally with list, due evidently, to absenteeism. Figures given are approximate.

WAGES: Girls beginning get a weekly wage of $900. Very difficult to understand arrangements of pay when changed from time to time to piece rate. One girl who had been employed at the factory 6 years said she was on day rate because she couldn't make anything at the piece rates. She said she made $11.50 a week working ten hours a day

b. Describe operations involving hazards or strain. Girls sit on seats without backs which gives them no support and no opportunity for occasion al relaxation. Practically every girl in the bunch making and cigar rolling room use their teeth

to bite off the end of cigard to make them even. Some of these employees had dark tobacco stains around their mouths and way down on their chins. The amount of continuous strain on the teeth must be bad for them. The banders lick the mucilage on the bands with their tongues and after doing a good many hundred a day it would seem a very disagreeable taste would be left in the mouth and it is possible seallowing saliva with so much muscilage taste would be very bad for one. Not only do the girls lick the bands with their tongues but they also hold the bands in their mouths - sort of third hand assistance - when banding.

c. Sitting or standing. All girls sit except those sorting cigars for color. There were a few bench stools for these sorters to sit on if they ever had time to rest which is improbable.

d. Seats. Stools without backs for labelers and wrappers, bunch makers and cigar rollers. Home made box like seats without backs for colored women doing stemming.

7. Safety.

a. Fire escapes. One firescape on north end of building. No exits marked. Stairway brick inclosed with tin covering over doors.

b. Guarding machinery. All hand work. No guards needed.

c. Uniforms. None.

8. Sanitation.

a. Drinking facilities. A barrel of ice water is kept on each floor in the summer. The barrel has a faucet in it. In the winter the girls get drinking water out of the faucets at the wash basins. Some of them bring their own cups or glasses but many drink out of the same cup.

b. Washrooms. For the 20 colored employees who work on the first floor there were three basins in the corner of the room which were kept in a most untidy condition. On the second floor were four basins - one not usable - in the corner of the workroom, for the 124 bunch makers and cigar rollers. On the third floor were three basins for the 32 or 33 women employed there. The basins on the third floor the basins were in a washroom partitioned off of the main work room by an eight foot partition. No soap. No towels.

c. Toilets. Toilet room for 20 colored women built in corner of workroom, containing one seat. Floor of toilet room dirty, unscrubbed and much rubbish lying around. Seat of toilet wet and dirty. Toilet room for 124 white girls on second floor contains six seats. Room not kept clean. Toilet room for 32 girls on 3rd floor contains three seats. All toilet and plumbing arrangements antiquated.

9. Service and welfare facilities.

a. Lunchroom and restroom. Two rooms adjoining each other on the first floor are for the use of the white employees. The one is a restroom equipped by the Y. W. C. A., with chairs and curtains. The firm furnished a few rude tables. The girls collected $15 among themselves and the firm gave them the balance to buy a victrola that cost around $30. Many of the girls go home for lunch but this rest room is not large enough to accomodate even half of the 155 white women employees. The other room is used for a locker and lunchroom for the white girls from the second floor. Racks for hats and coats are arranged along one side of the room. Several wooden tables with wooden benches on each side occupy the rest of the floor space. The girls leave their lunches wrapped in paper on these tables during the morning and the flies collect by the drove. No provision is made whereby hot soup and tea or coffee can be made to supplement the cold lunches brought from home.

b. Cloakroom and locker facilities. Colored women hang wraps on pegs about walls. White women hang wraps and hats on racks in combination locker and lunchroom on first floor. White women on third floor hang hats and wraps on pegs about workroom.

c. Health service. 1. No regular first aid equipment. Amonia iodine, headache tablets kept in office.
2. Who administers. Superintendent or anyone in office can dispense these remedies.
3. Records. None kept.

10. Employment management.
a. Who hires? Superintendent.
b. Who fires? "
c. Who transfers. No system
d. No records kept.
e. No labor turnover record kept except on pay roll sheet.

11. Recommendations.
1 - 2 - 3 -
4. Scrubbing and cleaning to be done more frequently. Care of toilet rooms, lunch room and restroom to be put in hands of person who hasproper standards of cleanliness and sanitation. Disgusting corner spitoons removed and regulations against such promiscuous spitting enforced.
5. Windows in all work rooms, etc. kept opne a few inches at top to provide sufficient ventilation.
6. Work of shakers to be put in toom separate from other operations.
7. Adjustable seats with backs provided for all workers including shaders or color sorters and an opportunity to use such seats.
8. Rigid regulations against using teeth for biting off cigar ends.
9. Means provided sothat it will be unnecessary for girls to lick labels with tongues or hold labels in mouth when pasting them around cigars.

10. Exits marked for fire escapes.
11. Sanitary drinking facilities including individual drinking cups.
12. Separate washrooms adjoining toilet rooms with up-to-date equipment, hot and cold running water, liquid soap, paper towels, and a sufficient number of basins requirred to properly accomodate the number of employees using them.
13. Toilet rooms should have more up-to-date equipment and plumbing.
14. Locker rooms should be provided with separate full length steel locker for each employee.
15. Regulation first aid equipment should be provided and competent person put in charge. Health records kept.
16. Regular employment policy or method be inaugurated. All records of hirings, transfers, promotions, separations and labor turnover to be filed on special forms with reasons for each case recorded.

4

Richmond, Va.

From: Ethel L. Best.

To: Miss Mary Anderson, Director Women's Bureau.

Subject: Reed Tobacco Co.

2015 E. Cary Street.

a. East end of town, one block from railroad tracks.

b. One block from Main Street car line. Fifteen minutes ride from centre of city.

Date - Oct. 24, 1919.

1. Persons interviewed.

Mr. F. P. Gary, Mgr.

2. Product.

Cigarettes for domestic use, and export.

3. Number of Employees.

Day Force.

Total 96 -	Men 30 -	Women 63	
White 66	" 21	" 45	
Col. 27	" 9	" 18	
White under 16 5 -	boys 4	girls 1	

Night Force.

Total 45	Men 6	Women 35
White 44	" 5	" 35
Col. 1	" 1	" -
White under 16	boys 4	

4. Hours.

Day Force.

Beginning 7:30 A.M. Ending 5:00 P.M.

" 7:30 " " 12:30" Saturday.

Lunch Period 1:00 to 1:30 P.M.

Night Force - Monday through Friday.

Beginning 5:30 P.M. Ending 3:00 A.M. men only.

" 5:30P.M. " 11:30P.M. women

Lunch Period for men ½ hour, when they choose.

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Number of days 6 day force

Total daily 9 hrs. Total weekly 50

Number of days 5 night force

Total nightly 9 hrs. men, Total weekly 45

Number of days 5 night force

Total nightly 6 hrs. women, Total weekly 30

Overtime

None.

5. Workroom conditions.

a. Description.

Three story and basement, brick building, old, crowded with machinery, material and workers, ceilings low, , only men in basement. Third floor used for storage. Firm expect shortly to build new factory.

b. Cleaning.

Swept during work hours by women (colored). Men operators sweep around machines, floors fairly well swept, but tobacco ground in on stairs. Stairs seldom swept, apparently.

c. Heating.

Steam pipes along walls on first floor..

d. Lighting.

Unshaded electric bulbs hanging from ceiling, very few lights especially on second floor, but no work is done on this floor at night. Windows on two sides of rooms, of plain glass but light cut off by overhead belts and machinery, making electric light neccessary in centre of room on first floor on dark days.

e. Ventilation.

Room on first floor where all the white women and the white men work had windows open but was very warm on account of running machinery. Formerly electric fans, but bulbs are neccessary now on account of night force. Basement air better than on first floor. Second floor air good, windows open.

6. Occupations.

a. List all occupations.

2 stemming (men)

2 moistening and scenting (men)

2 machine stemmers (women)

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15 hand stemmers (women)

1 sweeper (woman)

3 machine fillers (men)

6 general help (men)

4 machine cigarette makers (men)

4 machine cigarette makers (women)

17 machine packers (women)

1 machine packer (men)

2 inspectors (women)

4 box packers (women)

1 hand filler (woman)

1fore-woman

2 box openers (women)

14 general help (women)

6 box machine operators (men)

6 general help (men)

b. Describe operations involving hazards or strain.

The hand cigarette filler's whole body moves with each motion of her arms and hands and would apparently be fatiguing. The manager said that the motion of her body was due to relaxed muscles. The worker has been in the work for about two years. Another hand cigarette packer whom they employed broke down after 8 years and had to lay off. A second visit was made to the factory during lunch hour. Girls said the hand filler who was noticed on first visit was home sick. One woman said the motion of the body came from reaching, first fo r box then cigarettes and paper and laying the filled box one side. "You do it as fast as you can and with some girls their body keeps right on making the movements even when there hands fall behind, and can't keep up. All packers don't do it but most of the fastest do."

c. Sitting or Standing.

The workers (white) on first floor were seated.

The workers (colored) on second floor were seated.

d. Seats.

White workers had chairs with bent wood backs. Colored workers on second floor had wooden stools without backs.

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7. Safety.

a. Firescapes.

Building three stories. No workers above second floor. Entrance door from street opens in. Passage-way to entrance crowded with boxes, and elevator in centre of space.

b. Guarding machinery.

Machinery guarded on first floor except over head belts which were however sufficiently high ~~and~~ to prevent contact.

c. Uniform.

No uniforms. Colored girls on second floor wore hats or caps. White girls on first floor wore few head coverings.

8. Sanitation.

a. Drinking Facilities.

Ice water on first floor near sink. Employees supply their own glasses.

b. Washroom.

None. Running water over sink on first and second floor where watering can is filled for sprinkling floors.

c. Toilet.

Two at end of first floor work-room and next to dressing room for white girls. No window nor outside ventilation excepting over top of partition into work-room. Fairly clean, taken care of by sweeping woman, dark, only light over partition.

23 girls to a seat.

One on second floor for colored workers. Next to mens' door open, no window, ventilation over partitions. Fairly clean, dark.

18 to a seat.

9. Service and Welfare facilities.

a. Lunchroom and restroom.

No lunchroom nor restroom (see cloakroom).

b. Cloak room and locker facilities.

A large cloak room with window off first floor for white girls. Hooks around the walls for their clothing and a couple of benches constitute the equipment. Room clean and orderly. Room is kept locked. Key is kept by fore-woman.

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A small room with window on second floor for colored girls. Hooks around wall, one bench. Door unlocked. Fairly orderly and well swept.

c. Health Service.

1. First aid equipment.

First aid cabinet is kept at desk on first floor.

2. Person in charge.

No one in charge. One of the girls is "handy" and administers it when necessary.

3. Health records.

None.

10. Employment management.

a. Who hires.

Mr. Gary, Mgr.

b. Who fires.

Mr. Gary, Mgr.

c. Who transfers.

Mr. Gary, Mgr.

d. Records.

Payroll.

e. Labor turnover.

No records.

11. Recommendations.

1 & 2 & 3.

4. That the present building be given up and a new and larger building be equipped. Crowding is the principle danger in present building.

5. That in present building a better system of ventilation be installed on first floor.

6. That colored workers be given chairs with backs.

7. That uniforms including caps be supplied.

8. That drinking water be supplied on second floor.

9. That paper cups be supplied on first floor.

10. That a basin with hot and cold water, liquid soap

Richmond, Va.

and individual towels be installed in both cloak rooms.

11. That windows be cut in toilets(backs on outside wall so can be done.)

12. That colored women's' toilet on second floor be properly screened from the workroom.

13. That a room be set aside where girls can rest or eat there lunch. No room for this in present building.

14. That a matron be in charge of first aid and responsible for the cloak rooms and toilets.

Lynchburg.

VIRGINIA SURVEY.

FROM: Ethel L. Best

TO: Miss Mary Anderson, Director.

SUBJECT: Morris D. Neumann,& Co. (Cigars)

1. Persons interviewed:
   Mr. A. A. Brown, Supt.

2. Product:
   Cigars.

3. No. of employees:

Total 49	Men 7	Women 38	Under 16, Boys 2	Girls 2
White 42	" 3	" 35	2	2
Colored 7	" 4	" 3		

4. Hours:
   Begin 7a.m. End. 5.00- 5.30 p.m. Sat. 3.00 to 4.00
   Lunch period 12.00 - 1.00 Children 4.oo
   No. of days 6 Total daily 9-1/2 Total weekly 52 - 52-1/2
   Children 8 hrs. " " 9 " " 47 - 48 (Children)
   Overtime - none

5. Workroom conditions.
   a. Description. 3-story brick building. Wide stairs - one flight. Very clean, scrubbed by cleaning woman daily. Rooms uncrowded. Very little supervision as all but foreman and forewoman are on piece work. 1st floor, shilling and stripping and selecting. 2nd floor, machine bunch breaking and hand rolling. 3rd floor, labeling and packing.

   b. Cleaning by special woman. Absent on day of visit but the floors, tables, cloakrooms and toilets were clean and orderly.

   c. Heating by steam radiators at the ends and sides of workrooms.

   d. Lighting by electric overhead bulbs with shades. One over each bunch-breaking machine, but only one for every two over the rolling table.

   e. Ventilation from windows. Air fresh on day of visit.

6. Occupations:
   a. List all occupations.

1 shipping room	colored man
1 sifter	" "
1 porter	" "
22 hand rollers	white women (2 girls)
1 " "	" man

2 hand rollers	white boys
6 machine operators	" women
3 packers	" "
2 banders	" "
1 shipper	" "
1 forelady	" "
1 selecter	" "
1 foreman	" man
1 laborer	colored "
2 machine strippers	" women
1 hand stripper	" "

b. Describe operations involving hazards or strain, unusual. The machine roller has a footpress by which the power is turned on. The same foot is used all the time. This is also true of the machine stemmer.

c. Sitting or standing. The packers and banders stand, all the other women sit.

d. Seats. Kitchen chairs with backs.

7. Safety.

a. Firescapes. None. One flight of wooden stairs. Buckets filled with water and fire extinguishers on each floor.

b. Guarding machinery. Sufficiently guarded.

c. Uniforms. Not worn.

d. Doors. Open out.

8. Sanitation.

a. Drinking facilities. (Kind and location). From faucet in washbasins. Common glass. Cooler in summer.

b. Washroom. On 2nd and 3rd floors two basins in each toilet room. One faucet in each. Very clean and well kept. No hot water. 2nd floor window. Third floor skylight.
Soap. Soap in a cake.
3. Towels. Two towels a day on the 3rd floor. Paper towels on 2nd floor.
On firts floor for colored women, one basin in toilet. One faucet. Clean and well kept. 2 clean towels a day. No soap visible, but said to be supplied. Ventilation over top of toilet into workroom.

c. 2nd and 3rd floor toilets open from a vestibule that opens out of the workrooms. The men's and women's toilets face each other but the forewoman and one of the workers said that the men did not use the toilets on the 2nd and 3rd floors. Ventilation in 3rd floor toilet from a skylight.

2nd floor by a window. Toilet paper, neat and clean. Colored toilet on 1st floor. Ventilation over top into workroom. No door in front of seat, but seat can not be seen from the entrance. Clean and well kept.

4 seats for white workers
1 " " colored "
9 girls to a seat (white)
3 girls to a seat (colored)

9. Service and welfare facilities.

a. Lunchroom and restroom. Location and description. A room on 2nd floor also used a s a cloakroom, contains chairs and tables, wooden cot, two windows, cloaks around wall.

b. Cloakroom and locker facilities. Two cloakrooms. 2nd floor also used to each lunch in, hooks around walls, shelf above for hats. Two windows, clean, fairly orderly. 3rd floor, three windows, chairs, hooks on walls, shelves for hats, clean and orderly. Colored girls hang their coats in toilet room.

c. Health Service. 1. First aid equipment. Cabinet in office. 2. Who administers? Superintendent or stenographer. 3. Health records? None.

10. Employment management.

a. Who hires? Superintendent.
b. " fires? "
c. " transfers? "
d. Records. None except payroll.
e. Labor turnover. None.

11. Recommendations:

1. Hour lunch is given and hours are posted.
2 - 3.
4. A firescape should be installed.
5. Individual lights over the rollers.
6. Chairs with backs adjusted for the packers and banders.
7. Two peddles on the machine stripper so that the worker can use either foot.
8. Bubblers in workroom or individual cups.
9. Hot water, individual towels.
10. Records of injuries and of turnover should be kept.

VIRGINIA SURVEY.

From: Ethel L. Best.

To: Miss Mary Anderson, Director Women's Bureau.

Subject: Investigation - British American Tobacco Co.

a. 800 North Lombardy Street.

b. West end of town, near Main Street car line.

c. Accessible.

Date:- Nov. 13. 1919

1. Persons interviewed.

Mr. A. M. Stokes, General Manager.

Mr. Schwenk, Superintendent.

Mr. T. L. Colvin, Manager of Leaf Plant.

Mr. W. H. Burton, Superintendent of Leaf Plant.

Miss Powell, Nurse.

2. Product.

Cigarettes in boxes for export.

Loose leaf for export.

3. Number of employees.

Total ~~3402~~ 3403	men 1524	women ~~2078~~ 1878	
White 1972	" 754	" 1218	
Col. 1430	" 770	" 660	

None under 16. - Certificate required of all between 16 and 17 years.

Day Force.

Total 2543	men 1221	women 1322
White 1473	" 632	" 841
Col. 1070	" 590	" 481

Night Force.

Total

Night Force.

Total	859	men	303	women	556
White	499	"	122	"	377
Col.	360	"	181	"	179

4. Hours.

Beginning 7:30 A.M. Ending 6:00 P.M.

Note a.- Regular closing time is 5:00P.M. and no night shift. Since September have worked until 6:00 P.M. with time and a half paid for the last hour, also a night shift paid time and a half.

x Note b.- The lunch period is given between 11:40 and 1:20 P.M. as cafeteria will not accommodate entire force at one sitting.

Lunch period ½ hour. See note b. x Supper period 12:00-12:30.

Sat. Beginning 7:30 A.M. Ending 12:30 P.M.

Night Shift 7:30 P.M.

Beginning 7:30 P.M. Ending 6:00 A.M.

No Saturday work.

Number of days	6	Total daily	10 hrs.	Total weekly	55 hrs
Night shift	5	" nightly	" "	" "	50 "

Overtime.

Men work overtime occasionally in some departments until 9 P.M.

5. Work-room conditions.

a. Description.

Buildings are of concrete and brick and only about 3 years old, work rooms are painted every couple of years, being done at present time, takes a year to paint all work rooms, plant covers 35,000 sq. feet, work room ceilings high, skylights in one story buildings, plant consists of main building and one story annex and across street Leaf Plant, tin room and shipping room. Cement floors excepting in cutting room.

b. Cleaning.

b. Cleaning .

Cleaning is done by colored men and women sweepers during work hours, floors are clean, also stairs and windows, sweeping creates less dust than in most tobacco plants owing to the humidifying machines in the casing and blending rooms.

c. Heating.

Steam overhead pipes.

d. Lighting.

Main plant has large windows in work rooms and in the leaf plant and casing room skylights. Windows are on two sides of work rooms in main building, three sides of blending room. Cutting room was rather dark as it was in basement and machines cut off light from the windows. Artificial lights, overhead electric, where machines were used they hung low over each machine, usually shaded, some were not.

e. Ventilation.

Air was unusually good especially in blending room, which is usually heavy with fine tobacco dust. In steaming and ordering room large exhaust pipes with electric fans took off much of the dust, Some girls wore handkerchiefs over nose and mouth. There were skylights which could be opened but were closed on day of visit, air was fairly good better than most ordering rooms. The blending room had 11 humidifyers which kept the dust from flying and gave freshness to the air. Other work rooms were well ventilated by a system of washed air.

6. Occupations.

a. List all occupations.

Department	Day. White M.	Day. White F.	Col. M.	Col. F.	Total
Making Paste	300	125	29	3	457
Machine Packing	95	610	40	5	750
Paper Box	40	40	3	1	84
Machine Shop	36		1		37
Tin Shop	70		10		80
Wrapping & Labelling	5		33	59	97
Shipping	8		78		86

Department	White M.	White F.	Col. M.	Col. F.	Total.
Supply	35	1	85	1	122
Cup Machines	30		5		35
Wood Case			22		22
Cutting	2		54	28	84
Ordering	1		19	18	38
Blending	4		48	45	97
Blending & Tying	5		35	220	260
Hand Packing	1	65	2	1	69
Night.					
Making Paste	60	84	5	2	151
Machine Packing	40	262	20	3	325
Paper Box	16	31			47
Cup Machines	6				6
Cutting			23	11	34
Butting & Tying			33	63	96
Total	754	1218	545	460	2977

Leaf Plant Day Shift.

100 placing bunches on drying sticks, feeding machines and taking off (colored women)

125 general help (colored men)

Night Shift.

100 drying, feeding and taking off (colored women)

100 general help (colored men.)

b. Describe operations involving hazards or strain.

Only from the tobacco dust in the ordering, blending and cutting rooms and the strain of piece work on the packers, a number of girls were noticed with the shaking motions of the whole body. Practically all departments (except the casing, ordering and blending) all

colored girls) are run on piece rates. At lunch out of five girls talked with only two were receiving earnings based on piece rate pay. Until you turn out a certain amount you are paid day rates and three had not yet reached piece rate production. One woman had only been at work a few days, but two had worked several months.

c. Sitting or Standing.

All white girls had chairs with backs (kitchen chairs). Colored girls had no chairs excepting 15 packing and 3 sorting, they had kitchen chairs, the others were all standing, Superintendent said they had 1 stool to each girl, he could not find stools and chairs but said these girls were on piece rates and preferred to stand, could make 40% more.

d. Seats.

Kitchen chairs with backs, a few stools for fillers.

7. Safety.

a. Firescapes.

Wide concrete enclosed stairs fire-escapes, fire doors between departments, overhead automatic sprinklers, doors open out.

b. Guarding machinery.

Machinery well guarded except in basement on two machines for cutting open bad cigarettes and sorting tobacco and paper. Elevator in blending room needs a door, having one made.

c. Uniform.

None.

8. Sanitation.

a. Drinking facilities.

Bubblers from one to five in every work room , depending on size of room.

b. Washroom.

In leaf plant off casing room four faucets in toilet room clean, matron in charge, skylight and electric light. (Colored women) ~~Ventilated~~.

No soap.

No towels.

In cloak room in basement of main building long trough 19 faucets hot and cold, matron who cleans cloak room inchcharge, this adjoins cafeteria.
Washrooms with from two to six faucets on everyfloor of main building. Two washrooms on second floor where packing is done and many girls are employed, hot and cold water.

No soap.

No towels.

Two faucets for colored packers in toilet room off shipping department. They work at one end of shipping room, skylight, shoes and newspaper lying around.

No soap.

No towels.

Basement near colored cafeteria six faucets, hot and cold, matron in charge, well kept, windows.

No soap.

No towels.

c. Toilet.

Off casing room (for colored girls), matron in charge doors before each seat, toilet paper, skylight, well disinfected.

5 seats. - 20 girls to a seat.

Off shipping room for colored packers, no one in charge, no doors before seats, no paper, high window, place smelly and unkept.

2 seats. - 7½ girls to a seat.

Next colored cafeteria for colored women, doors in front of seats, windows, matron in charge toilet paper, clean, well kept.

14 seats.- 22 girls to a seat.

2 Toilets for white girls are identical on each floor excepting on second floor where there are two rooms. Toilets are at one end of work room, doors in front of each seat, two outside windows, a matron for each

toilet room, well kept and clean, toilet paper supplied.

35 seats. - 14 girls to a seat.

9. Service and Welfare Facilities.

a. Lunchroom and restroom.

Cafeteria in basement, low ceiling, windows, smoked glass, along one side, artificial flowers in baskets on pillars, enamel top tables, seating four or six, kitchen chairs, one end for men, double service, men go in one end women in other, out in centre by two cashiers, privilege of running cafeteria given to caterer, rent, light and equipment supplied him. Electric light overhead and electric fans, cement floor, seen during lunch period, fairly neat, food fair, soda fountain. Colored workers have cafeteria on other side of kitchen windows along one side rather small and high wooden tables, benches, cement floor.

No restroom.

b. Cloak room and locker facilities.

Cloak room in leaf plant next to wash room off shipping room, colored girls, racks down centre, window small and high, electric light, clean and well kept, cleaned by women sweeper.

Another, off colored lunch room, two windows, open, very high in wall, racks in centre and hooks on walls, benches, clean, matron in charge of toilets, also has care of cloak room.

Main building (white girls) large enclosure near cafeteria and next to hospital room contains 52 wire "cages," each, cage is used by 18-to 20 girls, kept locked except during lunch hour, nurse has keys, matron does cleaning, windows over wash basins do not give sufficient light, electric overhead lights barely sufficient. Many clothes are stolen, considering installation of individual lockers. No individual lockers.

c. Health service.

1. First aid equipment.

Small hospital room in basement next cloak room near cafeteria and adjoining air washing machine room, window high,- three cots, chair, table cabinet, cooler, wash basin, toilet adjoining with no window and no electric light.

2. Trained nurse.

2. Person in charge.

Trained nurse, Miss Powell,-young,-pleasing personality, three girls came for little things, cathartic etc. while inspector was there.

3. Health records.

Records kept of cases treated, in book, many cases treated,- seldom is able to get out to visit girls.

10. Employment management.

a. Who hires.

Superintendent usually, sometimes foremen.

b. Who fires.

Foremen.

c. Who transfers.

Foreman in his own department.

d. Records.

Payroll books.

e. Labor turnover.

Payroll books.

11. Recommendations.

1.- 2.-3

4. That masks over nose and mouth be supplied to girls feeding the steamer and cutting machines.

5. Chairs should be supplied to girls in leaf plant, mixing and cutting departments.

6. Individual towels.

7. Toilet off shipping room needs doors in front of seats also cleaning.

8. Employment management department should be installed.

Mr. Colvin said tobacco sold in -

1914	for from	$ .10	- $ .11	a pound	
1918	" "	$ .40	- $ .45	"	/"
1919	" "	$ .60	- $ .80	"	"

He thinks due to increased demand - not to decreased supply. More men smoke cigarettes than before the war - demand greater than for smoking or chewing tobacco.

Interview.

Talked with girl during lunch at British American. Girl about 17 works at packing machine earned $10.00 last week usually makes about $12.00 but lost a day last week. Cost her $8.00 a week for board and lunches - lives at rooming house - bought pair of shoes lastweek and paid $1.00 for laundry,- is in debt.

Talked with machine operator on a packing machine. She is on piece work and if her machine works well can make $16.00 a week -supports herself,-lives in boarding house, has been with this firm three months,- says hours are two long,- would like 45 minutes for lunch.

Elderly woman just taken on,(2 days) children are married, she is alone all day, had rather work but doesn't know as she can standthe long hours. Works at machine packer,- placing small boxes in big box.

British American Tobacco Co. Virginia - 4

Loose Leaf & Cigarettes in bulk

Making Paste	Machine Tacking	Taper On	Wrap + Label	Sy Ply	Cut	Cutting	Dressing	Stalking + Tying	Hand Pack	Cutting + Tying	Drying + Stalking + Tacking off
		Day									
3	5	1	59	1	28	18	45	220	1		100
		Night									
2	3				11					6	100

Richmond, Va.

VIRGINIA SURVEY.

From: Agnes L. Peterson

To: Miss Mary Anderson, Director, Women's Bureau.

Subject: Dart Tobacco Company
2617 E. Main Street, accessible.

Date: November 10, 1919.

1. Persons interviewed: J. A. Dart, Owner and manager

2. Product. Rehandling of tobacco. (Preparing for plug, and other)

3. No. of employees:

Total	124	Men 22	Women 102	Children under 16 - 11
White	4	2	2	
Colored	120	20	100	

Stated had from 15 to 25 extras - women - this week - claimed usual number of women about 75.

4. Hours. Begin 7 a.m. End 6 p.m. Saturday 1 p.m.
Lunch period 1 hour
No. of days 6 Total daily 10 hrs. Total weekly 56
Children 7 a.m. to 4 p.m.
Daily 8 - weekly 46
Foreman to check on children leaving - doubt that much care is taken. Stated no overtime except once in very great while - just a short time - 7 perhaps. Runs steady all year.

5. Workroom conditions.
a. Description: Old insanitary building - all floors in very bad shape-worn in places and worn and slippery on first floor. Rough pine floors not well put together. First floor divided into office - shipping and steaming or screening and drying room - oiling and packing of tobacco to be used for plug tobacco also done in this room. Room thick with steam on day of first visit - so thick couldn't see all workers - better on second day visit - due to heat in pipes overhead which lift steam above heads of workers. Room crowded - unkept - unsanitary. Second floor, leaf tying, used for picking - bunching - hanging and packing. Two bunching rooms crowded and unkept. Workers sit close together. Walls and windows coated with dust accumulation of long time. Packing and hanging room cleaner than rest of building - floor swept and more orderly but same condition walls and windows. Floors uneven planks - worn down in places so that there is a question of safety. Walls dark from accumulation of dust.

b. Cleaning. No evidence of cleaning of any kind except the picking and hanging room was swept and 3rd floor store room floor had been swept within week at least. Mr. Dart claimed that the place is swept every day and that a man cleans toilets every day. Place has evidently not been scrubbed ever. Toilets not scrubbed either.

c. Heating. Steam pipes.

d. Lighting. Unshaded electric lights installed. Hang high - 4 feet above work tables. Dust has settled on glass bulbs to such an extent that it dims the poor light given by that particular kind of bulb and limited voltage. Windows run around on all walls and there are plenty of them but coating of dust is so thick it cuts out the natural light. Artificial light is therefore needed - but inadequate because of low candle power used.

e. Ventilation. There are enough windows to ventilate thoroughly but kept closed. Doors and stairways and three openings through ceiling in corner of steam room carry off steam. Rather crude arrangement - no suction - just homemade wooden funnel up through second floor to roof. The steam pipes in ceiling of this room lift the steam but it is evidently not used every day and more modern arrangement should be provided for carrying off steam.

6. Occupations.

a.	White - office	2
	Colored women	
	Leaf tying - piece work	60
	Steaming room (casing, hanging, packing)	15
	Pickers - day work	15
	Hangers " "	10
	Men - colored	20
	white	2

100

The leaf tyers sit and work at tables. They divide bunches up to uniform size and number of leaves. Dust very noticeable. Pickers sit at work, picking out the tobacco leaves from the hogsheads in which they are shipped or from piles on floor. Hogsheads not broken apart here as is usual in other plants. Each bunch is pulled out and given a little shake, to shake out the dust and laid on a pile to be taken up by the hangers. The hangers hang up the bunches of tobacco on racks - this shakes out a little more dust and the leaves are dried out before going to the screener and steamer on first floor. The steamers stand at work and men put the tobacco into the screen. The men take it off as it comes out and put it on trays. The women shake and separate the bunches - rubbing oil on with the hands - first dipping the hand in oil in a pan. It is then packed in large containers and is prepared in this way for use for plug tobacco.

c. Sitting or standing. All sit except the steamers or hangers.

d. Seats. Seats provided for all except steamers and hangers. Stools and homemade benches - some with board up the back - provided some too high - some too low.

7. Safety.
   a. Fire escapes. No fire escapes - no sprinklers - no instantaneous extinguishers - stairways inside building wood enclosed.

   b. Guarding machinery. Open elevator shaft 1st floor to basement. Basement used for storage only.

   c. Uniforms. None - some of the workers wore hats and caps.

   d. Doors open in.

8. Santitation.

   a. Drinking facilities. Stated workers were to bring own glass - no sign up to this effect. Faucet over sink in work room.

   b. Washroom - Location and description. Towels-soap. None. Cold water in faucet over sink in workroom. 2. None. 3. None.

   c. Toilet - location and description. Men's and women's toilets adjoin- board partition - reaches ceiling. Unsanitary. No screen in front of door. Women stated it was never scrubbed.

2 seats	100 women	50 to a seat
Office 1	2 girls	

9. Service and welfare facilities.
   a. Lunchroom and restroom. None.
   b. Cloakroom and locker facilities. None. Clothes hung on wall of workroom.
   c. Health service. None.

10. Employment management.
   a. Who hires? Mr. Dart
   b. Who fires? Mr. Dart. Stated he has to keep any one he can get.
   c. Who transfers? None
   d. Records. None.
   e. Labor turnover. No effort made - work irregular in a way - "Colored people only work when they feel like it."

11. Recommendations.

   1-2-3

   4. That building be put in sanitary condition.

   5. That floors be scrubbed - walls whitewashed and windows washed at

least every six months and toilets scrubbed at least once every week.

6. That tables and space in workroom be so arranged that room is not overcrowded.

7. That exhaust be put over steaming apparatus which will carry off steam and windows opened for ventilation.

8. That adjustable chairs with backs be provided for all employees and their use allowed.

9. That lights be shaded and adequate amount of voltage be used for lighting. That windows be kept in condition to allow natural light to penetrate.

10. That adequate fire protection be provided.

11. That elevator be guarded.

12. That saw in 3rd floor store room be equipped with proper guarding.

13. That sanitary drinking facilities be provided.

14. That washing facilities including hot water, liquid soap and sanitary towels be provided.

15. That toilets be provided to the number of 1 for each 20 workers and same kept in sanitary condition and properly screened.

16. That lunchroom and rest room be provided.

17. That cloakroom with full length metal lockers be provided.

18. That first aid equipment be provided and competent person put in charge.

19. That employment policy be adopted - effort made to give regular employment and record kept.

Richmond, Va.

VIRGINIA SURVEY.

From: Ethel L. Best,

To: Miss Mary Anderson,

Subject: Allen & Ginter Branch of Liggett & Myers Tobacco Co.

Date: 11/10/19.

A. Address: 100 S. 7th St.
b. Location: In business center of city.
c. Accessibility: Accessible.

1. Persons interviewed. Mr. C. P. Cadot, V.pres. & Gen. Mr.
Mr. Perkins, Night Superintendent.
Miss Waddell, nurse.

2. Product. Cigarettes in boxes and tins.

3. No. of employees.

Total 1540	Men 671		Women 869		
Day 1167	" 506		" 608	wh.	
	Colored" 136	Col.	" 53		
Night 373	" 165	white	" 208	white (Mrs. Best)	
	" " 58	Col.	---		

Under 16 - none

4. Hours. Begin 7.30 a.m. End. 6.00 p.m. Sat. 1.00
7.40 p.m. " 6.00 a.m.
Lunch period 1/2 hour between 11.20 and 1.10 p.m.
Supper " 1/2 " " 12.00 " 1.00 a.m.
No. of days - 6. Total daily 10. Total weekly 55-1/2 hrs.
Nights 5 " nightly 10. " " 50 hrs.
Overtime - none.

5. Conditions.

a. Building is 5 story front and 6 story rear. A one story brick building in the back contains the shipping dept. and carpenter shop and tin room. It is an old brick building which is to be town down as the new one progresses. The new one is to be built on present site, of concrete, one section at a time.
The workrooms are crowded but orderly and uniform conditions prevail. Not good in some rooms and poor in others.

b. Sweeping is done by colored men and women during work hours and the result is remarkably good. Stairs are also well swept.

c. Heating is by overhead steam pipe.

d. Lighting is from windows on 2 sides of work room, in box room windows are on 3 sides. Artificial lights by overhead elec-

tricity bulbs, unshaded bulbs hang directly over machines & work tables. In box room they are colored green. Machines and tables are parallel with windows so that some sit back to the light and some face it. Many of the rooms are so large as to necessitate artificial lights in the center on a dark day.

e. Ventilation by means of windows and in summer electric fans. In the first floor mixing and drying room the air is unusaully good, but in the picking room where the colored girls work the windows were closed and the air heavy with dust. In the"grinding" or salvage room the dust was also bad.

6. Occupations.

264	machine operators	white	men
495	" "	"	women
3	" "	colored	"
9	" "	"	men
75	inspectors	white	women
150	hand packers	"	"
35	pickers	colored	"
96	takers off	white	"
15	floor girls	colored	"
75	box machine operators	white	men
101	floor men	"	"
50	shipping room	colored	"
8	engineers	white	"
3	carpenters	"	"
8	machine room	"	"
49	casing & cutting	colored	"
86	general help	"	"

b. Hazards. The dust in the pickers room and the room where the spoiled cigarettes are rupped up and the tobacco sifted is considerable. Colored girls work in both these rooms.

c. All the girls sit excepting the inspectors and the girls who fill the cigarette packing machines. The inspectors can sit, they have stools, while waiting for work to come up and the"filler" changes occationally with the operator who sits. The girls who"take off" the boxes that the small boxes are packed in usually. stand but they can sit - have chairs - only it is slower if they do and they work on piece rates.

d. Kitchen chairs with backs, home made chairs with boards for backs and stools were used indiscriminately. The machine operators usually have the home made chairs. "They fit you better" one girl said, the colored workers have only stools.

7. Safety.

a. 3 fire escapes. Stairs wide with hand railings - doors open out. Automatic sprinklers throughout, also fire buckets filled with water. In shipping room fire extinguishers.

b. Belts on 5th & 6th floor and on 1st floor might be better guarded.

c. Uniforms. Firm tried to have girls wear uniform, sold them at cost, $2. A few tried them but they weren't popular and they have 200 at present to dispose of.

8. Sanitation. A. 18 bublers scattered through workrooms.

b. Iron troughs along side of workroom. Each room has one b containing from 3 to 8 faucets according to size of room. The 3rd, 4th, 5th, 6th floors had 12 such troughs containing 51 faucets.

2nd floor wrapping room	had	3	faucets
1st " picking "	"	3	"
1st " small wrapping "	"	2	"
1st " box room	"	4	"
Shipping room	"	3	"
Machine "	"	2	"

1. Men and women wash at same places.

2. All were supplied with liquid soap.

3. Girls supply their own towels

c. Toilets. 5th floor toilets are used also by 6th floor girls. Toilets are located at end of a workroom and are on every floor where girls are employed except the 2nd, and 6th. The colored girls have theirs on the 5th floor and 1st floor only but practically no colored girls are employed on the other floors. Toilets have cement floors, outside windows and are thoroughly clean and disinfected. Each room is equipped with a small hose for washing the floor daily. Toilet paper is supplied. The toilets are arranged in groups with lattice doors as in department stores. Those for colored girls are the same as those for white girls.

d.2. Number girls per toilet. 30 for white girls. 8 for colored girls. 20 to a seat day force, white.
7 " " " "colored, colored.

9. Service and welfare facilities.

a. Lunchroom and restroom. Excellent cafeteria on 2nd floor, windows at both ends. Large electric fans overhead, overhead electric lights, white enamel tables seating six, wooden kitchen chairs, soda fountain - 1000 drinks a day are sold at .05 a drink. Boston ferns on shelves around walls & against posts. Service regular cafeteria. Room kept clean and kitchen immaculate even during lunch hour. Breakfast, lunch, supper & midnight meal are served. Over half the girls buy their lunches there and all eat theirs in the cafe-

teria. Costs firm $800 a month. Employees have to go in three relays. Planning a large room in new building where all can be served at once and have at least 45 minutes in which to eat. A pianola is at one side and some girls were playing and singing day of visit. Tuesday and Friday the leader of the Community Chorus comes and leads the singing. Girls that were talked to were most enthusiastic over this feature. Restroom off dispensary has 3 wicker couches and 1 chair and wash basin outside the window. Girls do not use this room unless they don't feel well.

b. Cloak room on 2nd floor (office floor) near stairway, large room and smaller room adjoining, windows along one side, racks down center, and hooks on walls with shelves above. Matron in charge Door kept locked, nevertheless things are stolen by some of the girls, Two bins are full of umbrellas - 300 - which girls can have on a rainy night by signing their names. One one umbrella ever been kept. No lockers.

c. Health Service.

1. First aid equipment. Dispensayr on 2nd floor contains reclining chair, white enamel chairs & table. White enamel wash basin, desk, windows at one end.

2. Person in Charge. Miss Waddell, day nurse and a night nurse also a day assistant who does home visiting.

3. Health records. Nurse keeps records each day of all cases handled and sends list to office. In 20 years only 2 bad accidents - both happened to men, each lost an arm, mostly cuts or bruises.

10. Employment management.

a. Who hires? Foreman, Mr. Cadot realizes that this is inefficient and hopes shortly to establish employment department with a man and woman to do the hiring.

b. Who fires? Foreman. Appeal to superintendent is allowed.

c. Who transfers? Foremen in department.

e. Records. Payroll only.

11. Recommendations.

1 - 2 - 3

4. No night work. This is temporary and the firm wishes to do away with it as soon as possible.

5. Guarding machinery. No guards on belts & wheels.

6. Ventilation. Better ventilation in picking and salvage room. This will be taken care of in new building.

7. Individual towels.

8. Individual wire lockers.

9. Employment department with a man to hire men and a woman to hire the women.

Mr. Cadot would like to establish a system of sick benefit administered by shop committees but the other members of the firm fear the committees might lead to unions. He would also like physical examination for men and women but feels that must be worked gradually and probably not until the establishment of sick benefits shows the workers the desirability of examinations

Nelsen

7

Bedford, Va.

VIRGINIA SURVEY

From A. Peterson
To Miss Anderson
Subject: Investigation Dixie Cigar Co. (J. W. Garrett, Manager)
Address:
Location:
Accessible: Accessible

Date: December 10, 1919.

1. Persons interviewed: Mr. J. W. Garrett, Manager.

2. Product: Cigars

3. Number of employees: Total 24 Men 4 Women 20
White 6 " 1 " 5
Colored 18 " 3 " 15
Children under 16: 2 girls

4. Hours: Beginning 6:30 a.m. Ending 5:30 p.m. Saturday 1 p.m.
Days 6 Total daily 10 Weekly 56 Lunch one hour
Children beginning 6:30 a.m. Ending 3:30 p.m. Saturday 1 p.m.
" Total daily 8 Weekly 46
Foreman gave these hours. Mr. Garrett said 8 hours daily. None came at 6:30. Foreman stated in saying when children went home "3:30 I believe".
Overtime: None.

5. Workroom conditions:
a. Description: Ramshackle frame building - 3 parts or rooms downstairs and 3 rooms upstairs. First floor office and two store rooms - one room used to dampen tobacco. Colored man halping foreman do that near faucet under stairway. Steps to second floor in corner of third room. Two rooms occupied by colored workers - rolling and bunching. "Barnie" in appearance and build. Floors wood - or none? everything unpainted aged wood - rough and unfinished. Third room - hand rolling (white)- floors of real flooring and in fairly good condition. White girls work here. Unpainted wood walls and ceiling. Stairway very worn and dirty.
b. Cleaning: One of colored men supposed to sweep. Fairly well swept. Has never been scrubbed, altho floor in "white" work room was not bad. Windows fairly clean.
c. Heating: Stove heat.
d. Lighting: Windows give good light in hand rolling rooms. Poor light in bunch making room. Electric lights installed, unshaded and not in sufficient number for lighting at 6:30 a.m.
e. Ventilation: Natural - windows and stairway.

6. Occupations
a. List all occupations:
2 colored women make bunches by foot power machine
11 colored women wrap or roll these bunches and pack
5 white women roll and wrap better grade cigars, pack in boxes

6. Occupations
   b. Describe operations involving hazards or strain, unusual: Bunch making is done on small foot power machines. Rolls are wrapped in thin layer (of paper like sheet made from tobacco stems) It works on the little roller belt almost as on the big machines but is foot ~~power~~ press. Worker sits very low. The rest is hand rolling at tables. Strain from poor and low seating.
   c. Sitting or standing: The packers stand. The hand rollers ~~standing~~ ~~The bunch maker~~ sit, although some of colored women were standing. The bunch makers sit very low, ~~xxxxx~~ and there must be a strain from poor and low seating.
   d. Seats: Stools without back for colored women. Chairs with backs for white women, not especially well suited for work however, backs wide.

7. Safety:
   a. Firescapes: No firescape, sprinkler or extinguisher.
   b. Guarding machinery: None needed.
   c. Uniform: None.
   d. Doors: Doors open in.

8. Sanitation
   a. Drinking facilities (Kind and location): Faucet in women's toilet for whites. Faucet in workroom on first floor for colored, also on second floor. Common drinking cup, although Mr. Carrett stated workers were supposed to bring own drinking cup.
   b. Washroom:
      1. Location and description: None, can wash under faucets.
      2. Soap: None
      3. Towel: None
   c. Toilet:
      1. Location and description, number of toilets: White women's toilet in small room partitioned off of their workroom, also used for cloakroom - fairly clean - outside window. One seat not inclosed in any separate compartment. Colored women's toilet outside toilet.
      2. Number girls per toilet (seat): white women 1 seat for 5 women
         colored women 2 seats for 13 women
         6½ per seat

9. Service and welfare facilities
   a. Lunchroom and restroom (Location and description): None, stated all go home.
   b. Cloak room and locker facilities: None. White women hang coats in toilet room. Colored women hang theirs in workroom.
   c. Health service: None
      1. First aid equipment:
      2. Person in charge:
      3. Health records:

10. Employment management
   a. Who hires? Foreman
   b. Who fires? "
   c. Who transfers? "

10. Employment management (cont'd.)
   d. Records: None
   e. Labor turnover: So irregular there is no way of telling. Irregular at work but "same workers come month after month as they need the money."

11. Recommendations
   1 - 2 - 3
   4. That floors be scrubbed and walls whitewashed at least once every six months.
   5. That lights be shaded and sufficient lighting installed.
   6. That adjustable chairs with backs be supplied and effort made to raise bunch roller and make work possible on a higher level.
   7. That adequate fire protection be installed.
   8. That sanitary drinking facilities be provided.
   9. That washing facilities including hot water, liquid soap and sanitary towels be provided.
   10. That women's toilet be properly screened.
   11. That cloak room be provided for colored women.
   12. That first aid equipment be provided and competent person placed in charge.
   13. That definite employment policy be adopted and employment records kept.

Richmond 8

VIRGINIA SURVEY

From Ethel L. Best
To Miss Mary Anderson
Subject: Investigation John R. Folge & Son
a. Address: 6th and Main St.
b. Location: in center of business section of city
c. Accessible: Accessible

Date

1. Persons interviewed: Mr.---------, Supt.

2. Product: Cigars for domestic consumption

3. Number of employees: Total 55 Men 8 Women 47
White 1 40
Colored 7 7
Under 16 None

4. Hours: Beginning 7:30 Ending 5:30 Saturday 12:00
Lunch period 1:00-1:30 Supper period: None
Number of days 6 Total daily 9½ Total weekly 52
Overtime None

5. Workroom conditions
a. Description: Factory on second and third floors of brick building. Second floor contains office, stemming room, drying room and storage rooms. Third floor machine stemming, bunch breaking, wrapping, packing, labeling.
b. Cleaning: Swept during work hours by a colored girl. Rooms and stairs clean.
c. Heating: Stoves - one in stemming room and one in 3rd floor workroom.
d. Lighting: Electric shaded bulbs on machines - unshaded over worktable. Windows at end and on one side of rooms.
e. Ventilation: From open windows - air good.

6. Occupations
a. List all occupations:

6 stemming	colored	women
3 machine stemming	"	women
3 stemming	colored	men
1 packer	white	woman
2 labeler	"	women
18 bunch breaker	"	women
22 wrappers	"	women

9 used in Negro Study 1-8-28

b. Describe operations involving hazards or strain, unusual: Only the strain of speed. No girls were seen who had the peculiar shaking or twitching of the body noted in some tobacco plants.
c. Sitting or standing: All the women had seats.
d. Seats: The bunch breaking and rolling room consisted of wooden stools and boxes. In the boxes the workers kept their material. In the stripping room the girls had high wooden stools, rested their feet on rounds - high tables necessitated this arrangement.

7. Safety
   a. Firescapes: Only three story building. Stairs front and rear doors open out.
   b. Guarding machinery: Machinery consists of three stripping machines well guarded.
   c. Uniform: None. Girls excepting in hand stripping room wore no head coverings. In stuffing room girls (colored) wore cotton caps and newspapers.
   d. Doors: Doors open out.

8. Sanitation:
   a. Drinking facilities (Kind and Location): Coolers on each floor in hall off workroom. Girls are supposed to supply their own glasses. None were seen.
   b. Washroom
      1. Location and description: Wash basin in cloak room on 3rd floor white enamel, one cold water faucet. On 2nd floor for colored girls in stripping room, one white enamel basin, one cold water faucet, dirty and looks unused.
      2. Soap: No soap at either basin.
      3. Towel: No towel at either basin.
   c. Toilet
      1. Location and description, number toilets: On third floor for white girls closet off dressing room, no windows, ventilation by diamond shape (6-8 inches long and wide) openings cut in door - closet well kept and contains toilet paper. 2 seats. On second floor for colored girls, closet off passageway used to store and nail boxes. Door side by side with that of men's toilet. No designation. Closet not well kept - a couple of cloaks hung on nail in closet. Toilet paper supplied - 1 closet.
      2. Number girls per toilet (seat): On 3rd floor 20 girls to a seat
         " 2nd " 7 " " " "

9. Service and welfare facilities
   a. Lunchroom and restroom (Location and description): No lunchroom but white girls can eat their lunch in cloakroom. No restroom.
   b. Cloak room and locker facilities: Cloakroom on 3rd floor for white girls. Large room (20-25 ft) with window, electric lights hang from ceiling but bulbs are missing. Hooks for wraps around walls, a couple of wooden benches under hooks. No lockers. No cloakroom for colored girls. Wraps hang on hooks in stripping room and on hooks in hall and in toilet. No lockers.
   c. Health service None
      1. First aid equipment: 2. Person in charge: 3. Health records:

10. Employment management:
   a. Who hires? The Superintendent.
   b. Who fires? " " . Seldom done, too hard to get help.
   c. Who transfers?" " The amount that can be earned in the different operations performed by white workers is equalized so that there is no difficulty in shifting. Colored workers (strippers) are paid by the day.
   d. Records? None except payroll. e. Labor turnover: Unknown

11. Recommendations:

1. That seats have backs. That in the stripping room that either the tables be lowered or the seats supplied with adjustable foot rest.
2. Individual paper cups be supplied.
3. Hot water, soap and paper or individual towels be furnished by the management.
4. Toilets should have outside light and ventilation. Toilets on 2nd floor should be designated and women's closet should be screened.
5. There should be a cloakroom on second floor for colored girls. Individual lockers should be furnished for white and colored girls
6. First aid cabinet with a girl who has had some training or experience in first aid treatment.

Bedford, Va.

VIRGINIA SURVEY.

FROM: Ethel L. Best

TO: Miss Mary Anderson, Director.

SUBJECT: Folk Cigar Company.

1. Persons interviewed: Mr. Folk

2. Product: Handmade cigars.

3. No of employees:

Total 3 Men 1 (Col) Women 2 white

4. Hours.

Begin 8 a.m. End 5 p.m. Lunch 12 - 12.30 Sat. 12 m.
No. of days 6 Total daily 8-1/2 hrs. Total Weekly 46-1/2
Overtime - none

5. Working conditions.

a. One room on 1st floor where all the work is done, the building is 1-1/2 stories and the upstairs is used for storage purposes. The girls work at high tables like a book keeper's desk and they sit on high stools with no backs and no foot rests. One stool had a cushion. Business a family affair but well run.

b. Cleaning is done by colored man. Place was clean and the man was putting things away for the night as it was late in the afternoon. Tables very clean.

c. Hot air furnace.

d. Lighting, windows on 2 sides. Work tables at right angles to windows. Electric overhead lights unshadded. Only 3 in room.

e. Ventilation from windows. Shut on day of visit yet air was fresh.

6. Occupations.

a. List all occupations.

1	white woman
1 rolling	" "
1 stemming	" "
1 packing (Mr. Folk owner)	

Describe operations involving hazards or strain, unusual.

b. None.

c. Sitting or standing. ~~Hatxairxfrom~~
Girls sit.

d. Seats. Stools without backs, the girls can not touch

the floor and rest their feet on the rounds.

7. Safety:

a. Fire escapes. No fire escapes, not necessary.

b. Guarding machinery. No machinery.

c. Uniform. Not worn. Girls wear big aprons, provide their own.

d. Doors. Open out.

8. Sanitation.

a. Drinking facilities (kind and location). Cooler with tin cup in corner of room.

b. Washroom. Wash basin with one faucet in corner of room of entrance to toilet.

c. Toilet. Toilet opens out of a little dressing room, outside window. Paper. Cleaned by colored man. Fairly clean, no soap, no towels.
1 seat 2 girls to a seat.

9. Service and welfare facilities.

a. Lunchroom and restroom. (Location and description.) None.

b. Cloakroom and locker facilities. A small dressing room off workroom with toilet adjoining, contains hooks for wraps, a bureau and a chair.

c. Health service. None.

10. Employment management.

a. Who hires? Mr folk, owner.

b. " fires? " "

c. Who transfers? None transferred.

d. Records. None.

e. Labor turnover. No records kept.

11. Recommendations.

1 - 2 - 3

4. Low shaded lights over work tables.

5. High chairs with backs and foot rests.

6. Bubbler or individual cups.

7. Hot water, soap and towels.

8. First aid cabinet in office.

Richmond, Va.

VIRGINIA SURVEY.

FROM: A. Peterson, Miss Schaill
TO: Miss Anderson
SUBJECT: Investigation, Joseph G. Dill and Co.
a. Location: 2020 E. Franklin St
b. Accessible

1. Person interviewed:
T. M. Davis, Mgr.
2. Product:
Tobacco, smoking.
3. No. of employees:
Total 74 White men 9 women 64 children 1 girl
" 75 Colored " 40 " 35
Grand total 149
4. Hours:
Beginning 7 a.m. End. 5 p.m. Sat. 1 p.m.
Lunch period 10 minutes between 10 and 10.30 a.m.
60 " at noon
No. days: 6 Total daily $8.50 Total weekly 50 hrs.
Children 7 a.m. - 4.30 8 hrs daily. 45.50 hrs weekly.
Overtime - stated none. Woman on street said her daughter was employed there some months ago and worked on night shift. Mr. Davis stated there was no night shift. "I ought to know." Investigarot believes there has been some work evenings previous to week of investigation, no opportunity to question any of workers.
Mr. Davis stated that women were given 30 minutes every morning between 10 and 10.30. Woman in charge of cloakroom stated 10 minutes so that is the time given. Quoted to show reason for doubting Mr. Davis' word about night work.

5. Workroom conditions:
a. Description. Two buildings connected by partly enclosed 2nd floor passageway. Women employed only on 2nd and 3rd floors. Second floor room in main building is long and narrow, crowded and unkept. The floors in buildings are of heavy pine planks, worn slippery in some places and in other places covered with tobacco dust and particles so as to be sticky and rough. The tobacco has been ground into the floors so as to be part of them as it were. Only planing would help it.
In some places the floors are worn down so that openings have been made. The stairways are rough because of this tramped on tobacco accumulation. The floor in the annex (second) where colored women work is in better condition than other floors.
b. Cleaning. Claims place is swept every day. Badly in need of cleaning. When asked how many years since place was scrubbed. Mr. Davis said: "O, you couldn't scrub these floors, you can only sweep them." About 15 minutes later when walking on the second floor workroom he said: "You couldn't use water on this floor, why it would run through."

Cloakroom well swept and in order. Toilets same.

c. Heating. Steam.

d. Lighting. Unshaded electric lights, installed. Windows on three sides, coated with dust.

e. Ventilation. Doors and windows. The windows are, however, not opened on all days because contact of cold or dry air has a damaging effect on tobacco. Exhaust over cup plug preparing machine. Men only employed in this room.

6. Occupations.

a. List all occupations. Stemm

Stemming by hand (colored women	35
weighing, folding cartons, packing, wrapping, pasting labels & Govt. stamps (white women)	63
in charge of cloakroom and toilet (wh.woman)	1

The number of women in each group varies according to need, changed from one thing to another.
The colored men are also all shifted from one thing to an other, except stemmers not taken on other work.

stemmers (colored men)	15
general helpers in plug cut room, and where needed (colored men)	25
in charge (white men)	9

b. Describe operations involving hazards or strain.
Strain of poor seating.

c. Sitting or standing. All sit at work except when prefer to stand.

d. Seats. A few ordinary chairs in main building. Stools without backs used here also. Stools without backs used by stemmers.

7. Safety:

a. Firescape. No sprinkler installed. No instantaneous fire extinguisher. Danger from fire and especially if in cloak room. (see 9, a.)

b. Guarding machinery. Machinery guarded.

c. Uniforms. None.

d. Doors. ---

8. Sanitation:

a. Drinking facilities. Cold water, faucet over sink in workrooms.

b. Washroom. None, except as per a.
Soap. None. Towels. None.

c. Toilet. Toilet off cloakroom for white women on 3rd floor. Main building. Dark - needs artificial light. None provided.

4 seats 65 women 16-1/4 per seat

Toilet for colored women off their work room. 2 seats, fairly clean. 2 seats 35 women 17-1/2 per seat.

9. Service and welfare facilities.
   a. Lunchroom and restroom. None, but there are 2 long benches in the cloakroom and a cupboard with glass doors in which lunches can be kept. A rest period of 10 minutes for a lunch is taken between 10 and 10.30. This room has one window off to one side on 3rd floor, there is danger from fire if workers happened to be there and fire broke out, for they would have to run through work room and around the end of the work tables to get out to the other building or the full length of the workroom to the stairway.
   b. Cloakroom and locker facilities. Cloakroom described in a, except that clothes hang around walls in good order. Woman in charge, shelf has been put around wall over hooks for hats. Clean and well kept. No locker facilities.
   c. Health service. First aid in office. Person in charge. Supt. in charge. Records. None kept.

10. Employment management.
   a. Who hires? Foreman
   b. " fires? "
   c. " transfers? Superintendent when possible.
   d. Records. Payroll only.
   e. Labor turnover. Stated very large, no special effort to make estimate of percentage.

11. Recommendations.
   1 - 2 - 3.
   4. That walls and ceilings be whitewashed, windows washed and floors be scrubbed at least once every six months.
   5. That electric lights be provided with shades. That electric light be installed in toilet room.
   6. That adjustable chairs with backs be provided.
   7. That adequate fire protection be provided.
   8. That sanitary drinking facilities be provided.
   9. That sanitary washing faciilities including hot water, liquid soap and individual towels be provided.
   10. That lunch and rest room be provided.
   11. That cloakroom facilities include individual metal lockers.
   12. That definite employment policy be provided and employment records kept.

Rmd - 10

VIRGINIA SURVEY.

From: Mary J. Schaill
Ethel L. Best

To: Miss Mary Anderson

Subject: Investigation, F. D. Williams Tobacco Company
a. S. 6th St.
b. A few blocks from center of city.
c. Near car line, within walking distance of business section.

1. Persons interviewed: Mr. L. E. Blanton, Manager

2. Leaf tobacco for manufacturing. (Re-handling)

3. Number of employees:
Total 101 Men 44 Women 57 (Tenuf pro) (All colored)
under 16 none

4. Hours: Begin 7.30 ending 6.00 p.m. Saturday 12.30
A second shift of men go on from 6 tp 10 p.m.
Lunch period 1.00 to 1.30

Number of days 6 Total daily 10 Total weekly 55
Overtime none

From December to March is busy season. Factory usually closed down from June 1st to August 1st.

5. Workroom conditions:
a. Description: Building is brick, 4 stories high. First floor is used for receiving and shipping. Dirty wooden stairs with door at foot, leads to large 2nd floor room used for shaking and placing bunches on sticks for steaming. Piles of tobacco against walls. 3rd floor. Door at foot of ~~ex~~ very dirty stairs, same size and kind of room as on 2nd floor. 4th floor room is almost entirely occupied by the dryer, a large steam heated enclosure through which passes the tobacco (takes from 1 hour and 10 minutes to 1-1/2 hours). A machine for pressing down the tobacco in the hogshead is also in this room.

b. Cleaning. Certain girls are supposed to sweep during work hours but these sometimes change with the girls who hang the bunched tobacco on the sticks. These girls usually keep spaces around their own tables swept. Rooms were fairly well swept. Stairs were unswept.

c. Heating. None - except on 4th floor from the dryer.

d. Lighting. Windows of plain glass on 3 sides of room unshaded, gas jets hanging from ceiling, except on 4th floor where there were side brackets.

5. (Contd)

e. Ventilation: Some windows were open. Dust very bad. Temperature comfortable, excepting in drying room, where it was very warm.

6. Occupations;

a. 4 feeding dryer (women) $.17-1/2 per hr.
7 sweeping " .17-1/2 " "
44 packing, loading etc." .34 to .40 per hr.
46 shaking & hanging bunches (women) .17-1/2 per hr.

b. None, except from the general dust.

c. All stood excepting one woman who was sorting from the scrap heap.

d. No seats, a few low boxes at one side of the 3rd floor room where firls sometimes could sit and rest or sort.

7. Safety.

a. Fire escapes. One on alley side. Entrance door opens from this alley, opens in and has a raised board about 9 inches in fromt of it - danger of falling in case of hurried exit.

b. Guarding machinery: O. K.

c. Uniform. None. Girls wear hats or head covering of some kind, cotton cloth or newspapers.

8. Sanitation.

a. Drinking facilities: Barrel of ice water at side of 3rd floor room. One glass on top. Girls are told to bring their own.

b. Washroom: None. There is a sink for filling watering can and one faucet at entrance to men's toilet, sink was stopped up.

c. Toilet. Off 2nd floor washroom. Same door out of workroom to men's and women's toilet, which are next each other and open into an unlighted compartment. Has gas jet but it was unlighted. Women's toilet, very dirty, and ill smelling, even with window wide open. 5 seats with no doors in front of seats. 11 girls to a seat.

9. Service and welfare facilities.

a. Lunchroom and restroom. None
b. Cloak room and locker facilities. None. Girls hang

wraps on nails around workroom walls or on pillars in center of room.

c. Health Service: None.

10. Employment management:

a. Who hires? Mr. Blanton, Manager

b. Who fires? " " "

c. Who transfers? None done.

d. Records: Only on pay roll.

e. Labor turnover. Unknown

11. Recommendations.
1 - 2 - 3.

4. A man or woman should be engaged to clean floors and stairs.

5. Exhaust pipes to carry off dust in shaking room and over entrance and exit to dryer.

6. Chairs with backs should be supplied.

7. Door should open out and raised board by entrance removed.

8. Uniforms or aprons should be supplied and laundered by firm.

9. Washroom should be provided and supplied with soap and towels.

10. Bubbler or cooler should be provided.

11. Entrance to toilet should be separate from men's and seats should have doors in front.

12. Cloakroom with individual lockers should be installed.

13. First aid equipment should be supplied.

VIRGINIA SURVEY.

From: Ethel L. Best.

To: Miss Mary Anderson, Director, Womens' Bureau.

Subject: Investigation:- United States Tobacco Co.

a. 18th. and Cary Streets.

b. One block from Main Street car line. Ten minutes from centre of City.

c. Accessible.

Date: Nov. 7, 1919.

1. Persons interviewed.

Mr. A. Osterloh, Vice-president and Manager.

2. Product.

Smoking and Chewing Tobacco.

3. Number of Employees.

Total 170	men	101	women	69
White	"	40	"	52
Colored	"	53	"	16
Night shift, White	"	8	"	1

None under 16.

4. Hours.

Beginning 7:30 A.M. to 5:00 P.M.

Sat. " 7:30 A.M. 12:00 Noon

Lunch period, 1:00 to 1:30

Night shift

Beginning 7:30 P.M. to 5:00 A.M.

Supper period 1:00 to 1:30

Number of days 6 Total daily 9 hrs. Total weekly 49½ hrs.

Night shift 5 "nightly 9 hrs. " " 45 hrs.

Overtime. None.

5. Work room conditions.

a. Description.

Large four story building,- much floor space, no crowding.

b. Cleaning.

Rooms clean, swept during work hours by colored sweepers.

c. Heating.

Steam overhead pipes, adequate.

d. Lighting.

Windows on three sides of work rooms, hanging overhead electric bulbs, unshaded, some lights over tables were enclosed in wire.

e. Ventilation.

Dust bad in mixing and picking room but less than usually found in these operations. Fumes from mixing vats carried off by exhaust pipes.

6. Occupations.

a. List all occupations.

24 mixers and pickers, (colored men)

6 pickers (colored women)

30 machine operators (white women)

20 hand packers (white women)

18 hand labellers " "

18 machine hands (white men)

10 general help (colored men)

6 general help (colored women)

6 general help (white men)
1 engineer " "

b. Describe operations involving hazards or strain.

None.

c. Sitting or standing.

Girls are all supplied with seats. Those filling

cigarette machines have to stand but take turns with the operators who sit.

d. Seats.

Stools and boxes without backs for pickers and packers. Chairs with backs for girls at machines.

7. Safety.

a. Firescapes.

Two stairways,- two fire-escapes,- doors open out ,- automatic sprinklers.

b. Guarding machinery.

Machinery well guarded.

c. Uniform.

None.

8. Sanitation.

a. Drinking facilities.

Coolers on each floor in work rooms. Girls supply their own cups.

b. Washroom.

1. In cloak room half flight down from second floor. Six cold water faucets in iron trough.

2. No soap.

3. No towels.

c. Toilet.

Toilets on fourth floor (colored women) off mixing room. One window opens on court,- ventilation bad,- clothes lying around,- place not well cared for.
Second floor, two toilets (white women) off workroom,- outside window,- plumbing new,- place clean.
In dressing room (white women) half flight down from second floor, two seats,- outside windows in dressing room,- partitions in toilet do not extend to ceiling,- tiolet new, plumbing good, rather dark,- bulb off electric light.

c.

Numbers. Fourth floor 3 seats.

Second " 2 "

Dressing room 2 "

Fourth floor 5 girls to a seat.

Second and dressing room 18 to a seat.

9. Service and welfare facilities.

a. Lunchroom and restroom.

None.

b. Cloak room and locker facilities.

Cloak room half flight down from second floor workroom about 25 x 30 ft. Washing trough and toilets on one side. Large wire cage in centre containing racks for coats, benches along one side of room, room clean and well kept.

c. Health service.

1. First aid equipment.

First aid equipment in office.

2. Person in charge.

Foremen or one of the girls.

3. Health records.

None.

10. Employment management.

a. Who hires.

Superintendent and foremen.

b. Who fires.

Foremen. Appeals can be made by workers to Superintendent.

c. Who transfers.

Foremen in same department.

d. Records.

None.

e. Labor turnover. - Payroll only.

11. Recommendations.

1.- 2.- 3.

4. Chairs with backs should be supplied.

5. Bubblers or individual paper cups should be provided.

6. Hot water, liquid soap and individual towels should be provided.

7. Individual wire lockers.

8. Matron in charge of cloak room and responsible for cleanliness of toilets.

9. New toilets and a cloak room should be built for colored women. (Mr. Osterloh said new toilets were about to be installed.)

10. Lunch room and rest room could be easily installed as there is much space.
~~x(xSeexrecommendationx8)xx~~

11. Matron (see recommendation 8) should have had some experience in first aid and have charge of cabinet.

12. Employment manager should be employed and employment records kept.

Richmond, Va.

VIRGINIA SURVEY

FROM: Mary J. Schaill.

TO: Miss Mary Anderson, Director, Women's Bureau.

SUBJECT: Investigation, R. J. Reynolds Tobacco & Co.

a. Address: 12th & Byrd Sts.
b. Accessible: (In business district)

DATE: November 14th, 1919.

1. Persons interviewed: T. W. Noble, Manager.

2. Product: Rehandling tobacco (stemming)

3. Number of employees:

Total 600			
White men	2	Children	8
Colored "	190		
" women	400		

4. Hours:

Beginning	7:30 a. m.	ending	5:30 p. m.
Saturday	7:30 a. m.	"	12:30 p. m.
Children	8 a. m.	"	4 p. m.

30 minutes for lunch.

Manager stated that he preferred 8 hours, and had always advocated same; his 8-hour workers did just as much as those working 10 hours per day.

5. Work room conditions:

a. Description: Large, long brick building, cement floors, broad stairways (cement) walls clean.

b. Cleaning: Sweepers at work all the time both women and men and sweeping to clean as well as save the tobacco.

c. Heating: Steam heat.

d. Lighting: The length of the building both sides are entirely of glass. Artificial lights, about every ten feet.

e. Ventilation: Natural and fairly good. The windows had about 4 feet square, open in each. In the steam room, where the dry tobacco was first handled, there was a great deal of dust, and some women had handkerchiefs tied over their mouth and nose. This machine is near the window which was open ~~but~~ on a very cool morning ~~which~~ may have shown up under very best circumstances.

6. Occupations:

a. List all occupations:

1st floor, job room	50 men	(c)
" " " " sweeper	1 woman	
2d " storage, (no one)		
3rd " stemmery, stemmers	(200) women	(c)
and job room "	50 men	(c)
4th floor stemmery "	225 women	(c)
" " " sweepers	4 "	
" jobemen	25	
5th " dry room, general help	50 men	
4th floor, stemmers	60 men	
Dry machine	12 women	
Sweepers	2 "	
Stemmers	8 children	

Stemmers are all paid by the pound - all others on day work. Average for children $2.50 per day, women $1.60 per day.

b. Hazards:

c. Sitting or Standing: Women sit on low boxes, with board up the back; their work is on floor in front of them, those at the dryer stand all the time, if the work is slow coming up to them, they may sit down.

d. Seats, provided. Any kind of a box or keg. Mostly small soap box with slat nailed on one side for back.

e.

7. Fire escape:

a. Sprinkling system installed . One fire escape on west end of building with door opening out on each floor.

b. Guarding machinery: All machinery guarded.

c. Uniforms: None.

d. Doors: Sliding door, except main door for employer opens out.

8. Health and Sanitation:

a. Drinking facilities: Large cooler, near sink on each floor, company furnish ice.

b. Wash room: On each floor are two white enamel sinks two spigots each. These are located just outside the toilets.

c. Toilets: On each floor are toilets, five seats in each, porcelain bowls, new, and clean. About 26 2/3 women to each seat.

9. Employment management:

a. Who hires? The foreman in each department.
b. Who fires? " " " " "
c. Who transfers? No occasion for same.
d. No employment records kept.
e. Labor turnover: No record kept.

Mr. Noble, Manager, went thru plant with investigator, and stated that in former times work was carried to stemmers and placed before them; now they go to the steamer for same. With this little interruption or exercise they accomplish more than when sitting all day. Also stated that most of their employees were married both husband and wife working in the plant, they cook their breakfast at home, bring it with them and eat before they go to work so that there is really only about eight hours work.

ii Recommendations

1-2-3
4. Exhaust pipes to take dust & fumes from steam room
5. Chairs with backs should be provided
6. Bubblers or individual drinking cups
7. More seats for toilets

See tobacco stemmers

18

Richmond, Va.

VIRGINIA SURVEY

, Schaill
Mary Anderson, Director Women's Bureau
Subject Investigation Larus & Bro. Co. Inc.
a. Address: 21st and Main St.
b. Location: 15 minutes from center of city.
c. Accessible: Accessible.

Date: November 6, 1919.

1. Persons interviewed: Mr. E. T. Keeton, Supt.

2. Product: Smoking and chewing tobacco. (cut plug)

3. Number of employees: Total 219 men 105 women 114
White " 33 " 100
Colored " 72 " 14
Under 16:

4. Hours: Beginning for men 7 a.m. Ending 6 p.m. Saturday 12:30 p.m.
" "women 7:30 a.m. " " " " " "
Lunch period: thirty minutes.
Overtime: Men working overtime whenever necessary in the various departments.

5. Working conditions
a. Description: The building is a series of old buildings running from 2 to 5 stories in height, the shape of letter "T", built on side hill. The ceilings are high and rooms run length of building, cigarette machines on second floor, placed in rows, but aisles were very much blocked, something had to be moved in almost every instance before inspector could pass, everywhere, all rooms seemed crowded. Third floor smoking tobacco and cigarettes were being packed, generally untidy appearance, some sweeping being done during working hours. Fourth floor picking tobacco, also sweetening, flavoring and drying chewing tobacco, a few boards directly in front of dryer had been scrubbed. Remainder of floor black and sticky, colored men working in bare feet. The basement was crowded, packing smoking tobacco in cans, in part of room, colored boys, white boy and white girls working together, in other end of room colored man and woman taking tobacco out of damaged cigarettes, they sitting on the floor.

b. Cleaning: In the plug tobacco room the main aisle had been recently scrubbed, but the bins along the side floors very dirty. Windows and walls very dirty, stairway dirty.
c. Heating: Steam heat.
d. Lighting: Windows on both sides, artificial not necessary except in one end of room and in basement over filling machines -- 1 each machine.
e. Ventilation: Only (not given)

6.a. List all occupations

1.	Stemming women (colored)	6
2.	Picking women (colored)	8
3.	Cut plug Men (colored)	21
4.	Packing Women (white)	6
5.	Making cigarettes Women (white)	90
6.	Pasting " "	4

b. Describe operations involving hazards or strain, unusual: Same nervous motion of body noticeable in all piece workers.

c. Sitting and standing: All women sitting except pickers.

d. Seats: Seats with adjustable backs, also foot rail under the tables. Colored women have box seats without backs.

7. Safety:

a. Firescape: Firescape on front of building. On account of crowded condition consider this a dangerous place. Stairway inclosed with door (all wood).

b. Guarding machinery:

Not all machines are guarded. Inspector called attention of Supt. to this fact, said these particular machines had been in use 30 years and no one had been hurt yet.

c. Uniform: None

d. Doors: Doors-slide doors in shipping room. Office opens out. Employees in.

8. Health and Sanitation:

a. Drinking facilities (kind and location): Wooden tank, ice water, on each floor, glass on top, one of the girls said each one was supposed to bring glass, but they did not do it.

b. Washroom

1. Location and description: A sink with two faucets in each work-room, very dirty, half filled with water, said they were cleaned out every night. In each room the sink was located beside the drinking water tank,

2. Soap: No soap.

3. Towel: No towel.

c. Toilet

1. Location and description, number of toilets: Toilet for white women on second floor, partition about three-fourths up to ceiling, entrance from work-room, four seats, no odor. Toilet on third and fourth floor for colored women, 1 seat in each, very dirty. No outside ventilation.

2. Number girls per toilet (seat):

2nd floor	4 seats	25	to each
3rd floor	1 "		colored men
3rd floor	1 "	7	colored women
4th floor	1 "	7	colored women
1st floor	2 "		white men
1st floor	3 "		colored men

9. Service and welfare facilities
   a. Lunchroom and restroom (location and description): No lunch room is provided.
   b. Cloak room and locker facilities: The cloak room is on second floor, entered from main work room for white women -- wooden benches around the wall--evidence of lunches being eaten there. The toilet is partitioned off, in a corner of this room about three-fourths up. Wooden lockers, but girl who went in with me stated they were too small to put wraps in and close the door, so very few were used. One of the women employees (white) is responsible for condition of room.
   c. Health service
      1. First aid equipment: First aid box. No stretcher, if girl is sick she/ is put on bench in cloak room.
      2. Person in charge: Supt. or office help attend to any one needing first aid.
      3. Health records:

10. Employment management
   a. Who hires? Supt. or foreman in department.
   b. Who fires? " " " " "
   c. Who transfers? No system, if a person does not make good in one department she is tried out in another.
   d. Records: No employment record kept.
   e. Labor turnover:

11. Recommendations:
   I. Work-room conditions: With more men to clean up it could be improved, but all new building is what they need.
   Comment: The Supt. seemed to realize the condition of the place, and stated "that a new up to date factory building was to be put up the coming year, the site had been purchased. And this being such an old building and with the increased business they could not keep in good condition."

--- --- --- --- ---

1 - 2 - 3
Cleaning
Adequate seats
Additional firescape
Guard machinery
Sanitary drinking facilities
Sanitary washing facilities
Additional toilets Screen toilets
Lockers in cloak room
Lunch and rest room
First aid equipment and some one trained to use it.
System of employment management

Petersburg, Va.

VIRGINIA SURVEY

From Ethel L. Best
To Miss Mary Anderson
Subject: British American Tobacco Co. (Petersburg) Address (a) Petersburg
(b) Location

(c) Accessible
Inaccessible

Date

1. Persons interviewed: Mr. F. B. Emery, Mgr.
Mr. H. C. Hunter, Supt.
Miss Cary, Nurse

2. Product: Cigarettes and smoking tobacco for export.

3. Number of employees? Total: 1430 62 Men: 561 Women: 844

Under 16 Boys: 22 Girls: 35

Colored: 504 Men 280 Women: 224

Boys: None Girls: None

4. Hours: Beginning 7:30 A.M. Ending 5 P.M. Saturday 12:30P.M.
Under 16 beginning 7:00 A.M. Ending 4.00P.M. Saturday 12:30P.M.

Lunch period: 12 to 12:30 Supper period:

Number of days:	6	Total daily: 9	Total weekly: 50
Under 16 "	6	8	45

Overtime: In the hand packing dept. 30 minutes
In the machine packing dept. 1 hour
In the round tin packing dept. 1 hour

5. Work-room conditions:

(a) Description: The plant consists of two bukldings, the old one and the Perry St. one --each is four stories and basement. They are both modern factory buildings, well kept up and well equipped. In the old building (about 12 years old) the first processes--such as drying, spreading, casing, steaming, mixing and stemming are carried on. In the Perry Street building picking and cutting are done in the basement, but that is the only floor in that building where colored women are employed. The stairs are clean and well kept, the walls white-washed.

(b) Cleaning: Cleaning is done by colored sweepers (men and women) in the departments employing colored help - by boys in departments employing white workers - floors, walls and windows clean.

(c) Heating: By overhead steam pipes - adequate.

(d) Lighting: From windows on three sides of the workrooms - all rooms light except basement where artifucial light is necessary - electric overhead lights, unshaded - bulbs hang low over machines and work tables - a few have green shades but not all, no system - work tables and machines are placed at right angles to the windows, except in the cutting and picking room in the basement, where they run parallel.

(e) Ventilation: By exhaust pipes and in the new building there is also a system of washed air - air fresh except in ordering and drying room and in cutting and picking room.

6. Occupations: a. See attached list. (No list attached)

b. Describe operations involving hazards or strain, unusual. In the cigarette making machine and the packing machine girls sometimes catch their fingers if they try to fix the machine while it is going - otherwise the guards are sufficient.

c. Sitting or standing: All girls can sit except in the following departments - spreading, blending, packing boxes, and some fillers on packing machines.

d. Seats: Chairs in hand packing room and for machine operators, in other departments stools excepting where colored girls work, there boxes are provided occasionally.

7. Safety:

a. Firescapes: Two firescapes for main building, one and an outside concrete stairway for the new building - also two stairways for each floor.

b. Guarding machinery: Machines are sufficiently guarded if not cleaned while running.

c. Uniform: No uniforms - some girls, especially colored girls, wear head coverings.

d. Doors: Doors open out.

8. Sanitation:

a. Drinking facilities (Kind and location): Bubblers on each floor in work rooms in the old building near the wash trough - in the new building one on each floor, two on the second floor and a cooler on the first floor.

b. Washroom

1. Location and description: In the old building there is a wash trough on each floor in the workrooms - on the 1st, 3rd, and 4th floors there are five faucets hot and cold water, on the 2nd floor there are seven faucets. In the new building the washing troughs are in the toilet rooms - 4th floor four faucets, 3rd floor 28 faucets, 2nd floor 16 faucets, 1st floor four faucets, hot and cold water.

2. Soap: No soap.

3. Towels: No towels.

8. Sanitation (cont'd.)
   c. Toilet: ~~Toilets for colored~~
      1. Location and description. Number toilets: Toilets for colored workers on the 2nd, 3rd, 4th floors of the old building. Toilets are fairly clean, cleaned by sweeper on that floor, have outside windows - no partitions between seats, doors open directly facing seats, seats can be seen from the workroom when girls go in or out - toilet paper. In new building toilets for white girls on 1st, 2nd, 3rd, 4th floors, colored woman cleans, Miss Cary in charge, on her floor, the 2nd, forewoman on the 3rd - clean and well kept - windows - toilet paper.

      2. Number girls per toilet (seat): 11 seats for colored girls, 20 girls to a seat. 20 seats for white girls, 31 girls to a seat.

9. Service and welfare facilities:
   a. Lunch room and restroom (Location and description): None
   b. Cloak room and locker facilities: For colored girls in basement off printing room - no window, no door, dark and poor ventilation, hooks around walls - fairly clean. In Perry St. or the new building another cloakroom for colored girls off cutting department has lockers with wire doors but is not enclosed except by a curtain. White girls have three cloakrooms, one on the 3rd floor has partition that does not reach to ceiling, no window, electric lights, and is divided into five partitions by wire netting, benches run underneath the hooks - on the 2nd floor the cloak room is medium sized, hooks are around the wall, there is a window and electric lights - on the 4th floor there are two compartments, partitions do not extend to ceiling, no window, electric lights, hooks around wall.
   c. Health service:
      1. First aid equipment: A good sized corner room on 2nd floor with three windows - contains a large cupboard with simple remedies, a cot and a stretcher, a wash bowl, table, three chairs, toilet behind curtain.
      2. Person in charge: Trained nurse in charge.
      3. Health records: Records of serious injuries only.

10. Employment Management:
   a. Who hires? Employment manager and the foreman.
   b. Who fires? Foremen.
   c. Who transfers? Foremen when necessary.
   d. Records? Record of new worker, her name and date of coming but not of leaving the department she was assigned to.
   e. Labor turnover: Payroll only

11. Recommendations:
   1 - 2 - 3
   4. Entrance to toilets for colored girls should be properly screened and partition between seats.
   5. Soap and individual towels should be provided.
   6. A lunch room properly equipped or a cafeteria should be provided.
   7. Chairs with backs for all

Notes: 25 out of 200 machine girls are out as an average daily.
One packer, hand, could do 50,000 a day but could not keep the pace up for a week.
One packer hand had considerable motion of her body when she packed - had been at it for five years - packs from 35,000 to 40,000 a day
Usually takes a packer three weeks to learn so that she can go on piece rates.
Boy 16 years old, works on a cigarette machine, earns from $18.00 to $20.00 a week - has been working for three years - he and a sister support mother and two younger sisters - father deserted mother - went to school for four years - would like to go some more - very small for his age.

Danville.

VIRGINIA SURVEY.

From: Ethel L. Best

To: Miss Mary Anderson, Director.

Subject: Dibrell & Co, Inc.
H. L. Boatwright & Co.

1. Persons interviewed. Capt. A. B. Carrington, Asst. Mgr.

2. Product: ~~Capt. A. B. Carrington, Asst. Mgr.~~
Loose leaf + Strip Tobacco -

3. No. of employees: 343

Total ~~305~~	Men 152	Women 168	Under 16, Boys 23	
White 9	" 9	-	-	
Colored 334	" 143	168	23	

4. Hours.
Begin 7.00 a.m. Ending 6.00 p.m. Sat. 1.00
Lunch period 12.00 - ~~1.00~~ 1.00
Supper period 15 minutes.
No. of days 6 Total daily 10 Total weekly 56
Overtime during October, women work until 6 p.m. paid time and a half. Closed down during May, June, July. Men work until 10 p.m. Paid time and a half.

5. Workroom conditions.

a. Large brick building, fairly new and in good repair, two stairways to each floor, ceilings rather low. First floor hand stemming and receiging rooms, shipping. 2nd floor, stemming, hand and machine, mixing, ordering, and belt picking, 3rd floor, pickers from hand stemmers, sand screen 4th floor, hanging and wrapping department. Also on 1st floor is the machine room where re-drying and prizing is done. Across the street is a three story storage building and next to it is the cooperage shop, one story. These buildings are newer than the main building.

b. Cleaning is done by colored women on each floor, floors well swept, walls white washed, stairs vary - some clean, some dusty.

c. Steam pipes around sides of rooms, except in receiving and redrying rooms. No heat, except from dryer.

d. Lighting. Windows on three sides of workrooms, excepting in the 1st floor stemming room which is a temporary room and is part of the receiving room, it is rather dark and has windows on one side. The strip pickers (from the hand stemmers) have windows on but two sides but they sit at tables parallel to the windows and the light is excellent for the

VIRGINIA SURVEY.

F girls back to the windows. Electric unshaded lights hang from the ceilings, hang low over the work tables and over the machines, over the latter they are shaded.

e. Ventilation. From windows. In the belt pickers room there are overhead ventilators but they were all shut. The dust for the girls picking is considerable as the tobacco passes in front of them on belts and they must pick out the sticks and trash. Also dusty in the hanging room. Fumes and dust very bad in the re-drying and prizing rooms. Here the girls feed the machines, take off and shake the tobacco. The latter operation is especially bad as the girls stand on a high platform which brings their heads near the ceiling and the dust rises. The dust is worse around the hand screen byt only one man works there and he wears a handkerchief over his mouth and glasses over his eyes.

6. Occupations.

a. List all occupations.

10	receiving	colored	men
37	stemming	"	"
79	"	"	women
19	"	"	boys
10	" machine	"	women
29	picking	"	"
37	hanging	"	"
10	labor	"	"
3	floor help	"	"
32	floor "	"	men
b 3	" "	white	"
48	labor	colored	"
8	storage room	"	"
8	cooper shop	"	"
4	" "	"	boys
6	dept. heads	white	men

b. Describe operations involving hazards or strain, unusual.
Hazard from dust and fumes - see ventilation.

c. Sitting or standing. Girls in each department were found some sitting and some standing. This was the first factory where girls were found sitting while hanging. In other factories it had been said that girls could not do this work sitting. Girls shaking tobacco stood.

d. Seats. Seats were supplied to all if they chose to sit. Excepting floor hands and girls shaking. Some had home-made stools with backs, some without, girls at machine stemming had backs. - that is, the stools had backs.

7. Safety.

a. Fire escapes. Fire escapes - automatic sprinklers.

b. Guarding machinery. Belt and wheel in picking room needs guards.

Elevators have guards which are not used.

c. Uniforms. No uniforms. Most of the girls wear a cap or newspaper on their heads.

d. Doors. Exit doors open out. Automatic sprinklers.

8. Sanitation. Drinking facilities. From faucets in iron wash-sink. b. One on each floor. Girls bring their own cups or glasses. No soap. No towels.

c. Toilets. 1. Location and description. No. of toilets. Toilets on 1st, 2nd and 4th floors. 6 toilets on 1st floor, window. 5 toilets on 2nd floor, window. 1 toilet on 4th floor, no window. Ventilation over top of partition into workroom. Flush toilet, dirty, no toilet paper. 1st and 2nd floor toilets are built over a trough where water can be flushed through by turning a faucet, fairly clean, no paper.

2. 12 seats -- 14 girls to a seat.

9. Service and welfare facilities.

a. Lunchroom and restroom. Location and description. None girls eat their lunches in the workrooms.

b. Cloak room and locker facilities. Two cloakrooms, one on 2nd floor has hooks around walls and on racks on center, no window, partition extends to ceiling, electric light, cloakroom on 4th floor is more like a large closet excepting it has no door, hooks around wall, no windows, few wraps are hung here, girls prefer to hang them on nails in wall near where they work. "Can watch them better" one girl said.

c. Health service. 1. First aid equipment. In little store room on 1st floor.

2. Person in charge. Manager or asst. manager.

3. Health records. Only in case of serious accident are records kept.

10. Employment management.

a. Who hires? Manager or asst. manager.

b. ~~Cloakroom and locker facilities~~. Who fires? Foreman with O.K. of manager or asst. manager.

c. Who transfers? Only done in department.

d. Records. Payroll.

e. Labor turnover. 2% in factory. 10% in stemmery during October and November.

11. Recommendations.

1 - 2 - 3.

4. Installation of exhaust pipes with suction over the belts where the pickers work and in the redrying room and over the sand screen.

5. Chairs with backs.

6. Guard on wheel in picking room. Guards on elevator doors should be in use.

7. Bubblers should be installed on each floor.

8. Hot water, soap and towels should be supplied.

9. Window in 4th floor toilet.

10. Individual flush toilets, properly screened should be installed on 1st and 2nd floors.

11. A lunch room should be provided with chairs and tables.

12. ~~Two~~ Cloakroom near the lumch room should be provided, with individual wire lockers and a matron in charge of that together with the lunch room and the overseeing of the cleaning of the toilets.

NOTES: Factory closes April, May, June.
Day girls receive $1.85 a day. Stemmers on piece rates average from $2.00 to $2.25 a day.

Petersburg, Va.

VIRGINIA SURVEY.

From: Ethel L. Best

To: Miss Mary Anderson, Director,

Subject: Export Leaf Tobacco Co.

Date: Nov. 24, 1919.

1. Persons interviewed: Mr. J. H. White, Supt.

2. Product: Leaf tobacco for domestic trade and export.

3. No. of employees:

	Total	Men	Women
	216	110	106
White	3	3	--
Colored	213	107	106

4. Hours: Begin 7 a.m. End 5.30 p.m. Sat. 12.00. Lunch period 12 to 12.30 Overtime - none at present. A few weeks ago they worked two hours overtime by special permit from the Labor Dept., as otherwise the tobacco would have spoiled. Workers were allow- enough time to eat their supper. No special number of minutes.

5. Workroom conditions:

a. Three story and basement brick building, well built and in good condition, 2 stairways to each floor, clean and wide, stairs of concrete, basement contains cooper shop, no women. First floor has receiving and casing department, no women. Plenty of space on these floors. 2nd floor women hang the tobacco on rods to be steamed - room is full but orderly. Third floor steaming and drying room. Fumes of tobacco overpowering, due to the kind of tobacco being treated.

b. Cleaning being done during work hours by special sweepers. Floors and general appearance of workrooms unusually clean for this kind of a plant.

c. Heating by steam overhead pipes.

d. Windows on three sides of workrooms gave adequate light. Hanging electric bulbs gave artificial light.

e. Ventilation from windows and ~~used aid and~~ fumes were taken out by means of exhaust pipes. This arrangement was adequate for all but the steaming and drying room on the 3rd floor, where the air was so heavy with fumes that it was impossible for the inspector to remain more than a few minutes in the room. The superintendent said that the workers got used to it although at first they had difficulty in keeping their food down. In the room where hanging tobacco was being done and in the store room humidifiers kept the air moist.

6. Occupations:

a. 35 labor in cooper shop colored men

15	labor in receiving room	Colored men
30	" " hanging "	" "
4	feeders	" n"
23	taking off	" "
95	hanging tobacco	" women
10	sweeping	" "
1	feeding	" "
3	foremen	White men

b. The strain in the steam room of the tobacco fumes.

c. All the workers stand.

d. No seats provided.

7. Safety:

a. No fire escapes but the stairs are of concrete, enclosed, and fire doors separate them from the workrooms. Automatic sprinklers.

b. Machinery well guarded.

c. No uniforms. Most of the women hanging wore head coverings of cotton goods or paper.

d. Doors open out.

8. Sanitation:

a. From faucet in toilet room on 2nd floor. No glass, one girl was drinking directly from faucet.

b. Enamel basin with two faucets, hot and cold water, in toilet room on 2nd floor.

c. Toilets off workroom on 2nd floor - windows - doors in front of seats - colored women in charge - clean and well kept. Toilet paper.
4 seats 26-27 to a seat.

9. Service and welfare facilities:

a. Lunchroom and restroom. None, girls go home or eat lunch in workroom.

b. Cloakroom and lockers: Two wooden wardrobes, inadequate, most of the girls hang their wraps on nails in posts in center of workroom.

c. First aid facilities. Cabinet in office.
2. Superintendent
3. None, unless accident is serious.

10. Employment management.

a. Who hires? Supt. & foreman

b. Who fires? Foreman

c. Who transfers. None done.

d. Records. None kept.

e. Labor turnover from payroll.

11. Recommendations:
1 - 2 - 3

4. Better ventilation in steaming room.

5. Chairs where workers can sit occasionally.

6. Bubblers in workrooms.

7. Soap and towels should be provided.

8. Cloakroom should be installed with individual wire lockers.

9. A room should be provided where girls can eat their lunches and rest. It should have comfortable chairs and tables and a matron should be in charge.

VIRGINIA SURVEY

From A. Peterson
To Miss Anderson
Subject: Investigation Willingham Tobacco Co.
a. Address: Near Norfolk and Western Station
b. Location: Near Norfolk and Western Station
c. Accessible: Accessible

Date: December 2, 1919.

1. Persons interviewed: C. H. Hamlin, Branch Manager.

2. Product: Rehandling of Tobacco.

3. Number of employees: Total: 27 Men: 15 Women: 12
White " 3 " 3
Colored " 24 " 12 " 12
Under 16: None. Sometimes use 20 women.

4. Hours: Beginning 7 a.m. Ending 6 p.m. Saturday 1 p.m.
Lunch period one hour from 1 to 2.
Number of days: 6 Total daily: 10 Total weekly:56
Overtime: Men have worked until 8:30 p.m. about 10 nights within last six months. Busy October to Christmas then shut down except for 2 or 3.

5. Workroom conditions:
a. Description: Old one story building - barn like. Practically all one room except office and humidifying or sweating room which are partitioned off entirely. Hanging is done along South wall. Floors wood - worn in places. Walls unfinished brick. Cobwebs in evidence.
b. Cleaning: Swept once a day - not scrubbed. Whole place needs cleaning, but building would have to be repaired to great extent to be made clean. Company rent now. Will erect $20,000 building in Spring and plan to put in all modern conveniences even lunch room.
c. Heating: Steam pipes give some heat. Stove in Hanging Room seemed popular so must have been needed.
d. Lighting: Windows and skylights give sufficient natural light for day use. Unshaded electric lights provide sufficient light for late hours.
e. Ventilation: Natural - doors wide open. Humidifying room and drying room shut off and ventilated.

6. Occupations:
a. List all occupations: Women hang tobacco. Men hang, feed and take off dryer, also do labor work as needed. Hangers -- 12 women. General work -- 12 men. Men get $3.00, Women get $2.00 a day. Slight difference in work but "satisfied". Sometimes use 20 women.
b. Describe operations involving hazards or strain, unusual: No hazard except strain from constant standing.

c. Sitting or standing: Hangers stand at work.
d. Seats: Two stools in hanging room.

7. Safety:
   a. Firescapes: No fire hazard - one floor.
   b. Guarding machinery: Little machinery (guarded).
   c. Uniform: None
   d. Doors: Doors slide.

8. Sanitation:
   a. Drinking facilities (Kind and location): Cold water faucet in front part of building. Pail of water on top and women drank from that. Common drinking cup.
   b. Washroom
      1. Location and description: None, except cold water faucet in workroom.
      2. Soap: None.
      3. Towels: None.
   c. Toilet
      1. Location and description, number of toilets: Toilets for men and women in a row. White - Colored Men - Colored Women Built in front part of building - new. One compartment for women. Partitions reach ceiling. Two seats in the one compartment. Entrance to women's toilet fairly well screened. Men's not so well screened, but no one uses room except office people come through, so is acceptable. Fairly clean, but not scrubbed recently.

      2. Number of girls per toilet (seat): 2 seats - 12 women - 6 per seat

9. Service and welfare facilities:
   a. Lunchroom and restroom (Location and description): None, most of the workers go home, the few who stay eat in work room or out doors.
   b. Cloak room and locker facilities: None. Hang wraps on wall of workroom.
   c. Health service:
      1. First aid equipment: None, would send them home.
      2. Person in charge:
      3. Health records:

10. Employment management
   a. Who hires? Manager.
   b. Who fires? Manager.
   c. Who transfers? Constant transfer of work for men.
   d. Records? None except pay roll.
   e. Labor turnover? Work irregular.

11. Recommendations:
   1 - 2 - 3
   4. That walls be whitewashed and floors scrubbed once every six months. That toilets be scrubbed once every week.
   5. That adjustable chairs with backs be provided.
   6. That sanitary drinking facilities be provided.
   7. That washing facilities including cold water, liquid soap and sanitary towels be provided.
   8. That lunch room and rest room be provided. That cloak room and full length metal lockers be provided.

11. Recommendations: (cont'd.)

9. That first aid equipment be provided and competent person placed in charge.

10. That employment policy be adopted and employment records kept.

Martinsville, Va.

VIRGINIA SURVEY.

FROM: Miss A. Peterson
TO: Miss Anderson
SUBJECT: Investigation, R. S. Reynolds Co, Martinsville, Accessible
DATE: 1/8/20

1. Person interviewed:
   Mr. C. A. Whaling, mgr.

2. Product:
   Rehandling tobacco.

3. Number of employees. Total 143 men (white) 2
   " colored 50 women 91
   children, girls 16, boys 5
   Some weeks 131 women, some 110.

4. Begin 7 a.m. End 6 p.m. Sat. 12 m.
   Lunch 1 hour.
   Days 6 Total daily 10 hrs. Weekly 55 hrs.
   Children 9 a.m. to 6 p.m. Total daily 8, weekly 45
   Overtime, none. States majority work only 5 days.

5. Workroom conditions.
   a. Description. Large brick building four stories and basement in part. 3 stories and basement in part. Women work only on first floor and basement - one side of main floor. Here hanging is done, and occasionally across on other side feeding dryer. Part of basement room is given over to stemming. Storing is on floors above 1st floor, and cooperage is done in basement and on 1st floor. Building is in fairly good conditions. Work rooms spacious and stemming room tables well placed running from walls with aisle in center. Stairways and elevator connects floors. Walls fairly well kept, but not recently whitewashed.
   b. Cleaning. Women are taken from hanging or stemming to sweep as needed. Place is well swept but not scrubbed.
   c. Heating. Steam pipes.
   d. Lighting. Windows on two sides of workroom, good natural light even in basement room, which is above ground, level on that side of building. Two sash windows about 3 feet apart. Unshaded electric lights, artificial light when needed.
   e. Ventilation. Windows and doors, but exhausts carry off fumes from dryer.

6. Occupations.
   a. List all occupation.

Women		Men
hanging	16	coopers, hangers, stemmers
stemming	91-107	and general work

Describe operations involving hazards or strain.

b. /None except strain of standing and reaching to hang and sitting at work while stemming on stools without backs.

c. Sitting or standing. Stemmers sit or stand.

d. Seats. Round stools and home made square stools without backs. Stools and tables are high so worker can either sit or stand, but no effort has been made to adjust stool to height of individual worker.

7. Safety.

a. Firescape. None. Sprinkler system installed.

b. Guarding machinery. Machinery guarded and inclosed. Elevator guarded.

c. Uniforms. None.

d. Doors. Open out and slide.

8. Sanitation.

a. Drinking facilities, kind and location. Cold water faucet, workers supposed to bring own glass. No sign to that effect.

b. Washrooms. None except cold water faucet over sink in stemming room which is not convenient or accessible to hangers.

Soap. None.

Towels. "

c. Toilet. 1. Locationaand description, number of toilets. Toilet for stemmers is built outside in kind of shed, but adjoing building. Men's and women's in one building with partition between, not marked to designate which is men's or women's. Trough with only one board - 6 inches wide - on near side and another about 2 feet above trough and about 12 inches from wall. Supposedly to serve as guard and protect employee from falling back.

16 women using trough about 4 feet long.

Toilet used by stemmers is in basement. Built in same room with that used by the men and only divided from it by partition. Door to compartment.

3 seats. Old fashioned long board top toilet.

No door between workroom and toilet room.

Both were clean, but outside toilet should be condemned.

3 seats 91 women 30-1/3 per seat

Sometimes 130 or 43-1/2 per seat.

9. Service and welfare facilities. a. Lunchroom and restroom.

a. None.

b. Cloakroom and locker facilities. None. Clothes hang on walls of work room.

c. Health service. Mr. Whaling is there substituting for local superintendent. Stated there is a first aid cabinet for he recently made the inquiry, even asking if it were well equipped and was informed that it was. Did not know where it was. Mr. Whaling is sort of general manager and buyer for Reynold's Company and not regularly assigned to this plant for dury in office

and details of work in plant.
Person in charge. Superintendent.
Records. None.

10. Employment management.
a. Who hires? Superintendent, except minors which are employed by Mr. Whaling personally.
b. Who fires? Superintendent.
c. Who transfers? Not much opportunity few processes and employees constantly being changed as needed.
d. Records? Payroll only.
e. Labor turnover not so great, but great irregularity of employment.

NOTE: Mr. Whaling stated colored people given to work only enough to bring in enough money to live on. Work more regularly in cold weather than on warm days. Went through payroll and showed case after case where same man or woman worked 3 or 4 days in October and November who worked full time December and January. Believes it is because factory is warm and homes cold. Quoted one fellow who has rheumatism and whose earnings last week were $37. Mr. Whaling stated this man is big strong looking colored man and a very good worker. In October the company needed every available man and this man only worked off and on, so he asked him why he wouldn't come, telling him he ought to put the money in the bank if he didn't need it. The negro said "My wife and I both work and we live with my father. We don't need but $10 a week, so why work all the time." Since cold weather both have been very regular.

11. Recommendations.
1 - 2 - 3.
4. That floors be scrubbed once and walls whitewashed once every six months.
5. That lights be provided with shades.
6. That adjustable chairs with backs be provided.
7. That sanitary drinking facilities be provided.
8. That washing facilities including hot and cold water, soap and sanitary towels be provided.
9. That outside trough toilet be condemned.
That sanitary toilets be provided on each floor where women work entirely separate from those used by the men, to the number of one for every 20 women employed.
10. That cloakroom and dressing room with metal individual lockers be provided.
11. That first aid equipment be kept in place so as to be accessible at all times and competent persons placed in charge.
12. That definite employment policy be adopted and employment records kept.

Danville, Va.

VIRGINIA SURVEY

From A. Peterson
To Miss Anderson
Investigation -- Pemberton & Penn
a. Address: Loyal St.
b. Location:
c. Accessible: Accessible

Date: December 1, 1919.

1. Persons interviewed: Pemberton Penn, Member of Firm.

2. Product: Rehandling of Tobacco.

3. Number of employees: Total 49 Men 19 Women 30 Under 16 None.
White " 4
Colored45 " 15 " 30

4. Hours: Beginning 7 a.m. Ending 6 p.m. Saturday 12M.
Lunch period one hour 1 p.m. to 2 p.m.
Number of days 6. Total daily 10. Total weekly 55.
Overtime: Have run dryer about ten nights this fall till nine.
Only four or five men working at night. No special supper hour.

5. Work-room conditions
a. Description: Old building, four stories. Stairs worn and wood inclosed. Floors badly worn in places. Unfinished brick walls, not whitewashed in years. Present tenant has been there five years. First floor used for office, drying, storing of empty hogsheads and shipping. Second floor for hanging and storing -- sand screen not in use now. Third and fourth for storing. Five women work on first floor. Twenty-five women on second floor.
b. Cleaning: Colored man said to sweep every day, little evidence. Stairways not swept for weeks (positive). Toilets clean, swept not scrubbed. Suspicion sweeping was done while investigator did another plant. Was told all too busy take time to go through and to come back at 11 a.m. All floors badly in need of scrubbing. Windows full of cobwebs and coated with attached dust.
c. Heating: Steam pipes. Steam on tap constantly to furnish humidity--very near hangers. Toilets unheated.
d. Lighting: Windows on four sides of building. Good light from three sides (except South which is near another building). Sufficient natural light everywhere except late hours with exception of drying room on first floor which is on South wall. Unshaded electric lights installed all over building sufficient for use when needed.
e. Ventilation: Natural. Windows, elevator shafts. New exhaust needed on dryer, excess steam sometimes fills room. Woman taken sick the other day but not sick enough to leave building. Stated this only happened once or twice.

6. Occupations
   a. List all occupations:

Women feed dryer	2	
" take off dryer	3	
" hanging tobacco	25	
Men laborers	5	
" general workers	10	
(white) in office	4	(includes owners, bookkeeper and mgr.)

   b. Describe operations involving hazards or strain, unusual: Those taking off from dryer subject to excess steam filling room.
   c. Sitting or standing: Seats provided. Some stand and others sit. Those feeding and taking off can not sit at work but between times find time. Some hangers seemed to work sitting. This means a reach.
   d. Seats: Home-made bench stools provided for all.

7. Safety
   a. Firescape: No firescape. No sprinkling system or instantaneous fire extinguishers.
   b. Guarding machinery: Elevators not guarded.
   c. Uniform: None. All women wore hats or had scarfs bound around their heads to protect the hair.
   d. Doors: Doors open in.

8. Sanitation
   a. Drinking facilities (kind and location): Faucet over sink on each floor. Common drinking cup.
   b. Washroom
      1. Location and description: None, can wash at faucet.
      2. Soap: None.
      3. Towels: None.
   c. Toilet
      1. Location and description, number of toilets: Outside toilets built on sort of second story porch. Five compartments in a row. Two first for men. Three last compartments for women. Long trough arrangement, flushed about 8 times a day and not automatic. "Water would freeze." Investigator questions flushing 8 times a day on warm day of investigation. Very smelly. Should be condemned.
      2. Number girls per toilet (seat): 3 seats -- 30 women.

9. Welfare and Service Facilities
   a. Lunchroom and restroom (location and description): None, some of workers go home, those who eat in plant eat in work-room.
   b. Cloak room and locker facilities: None. Coats hang on wall of work-room.
   c. Health service
      1. First aid equipment: None. Only can remember one woman sick enough to go home. Would call a doctor if needed. Woman overcome by steam was stretched on tobacco trays for half an hour "Then all over it" and went back to work.
      2. Person in charge:
      3. Health records: None

10. Employment management
    a. Who hires? Manager
    b. Who fires? "
    c. Who transfers? Departments not divided. Manager is also foreman.
    d. Records: None, except payroll.
    e. Labor turnover: Employment regular for five months. "Run light to extent of about two-thirds for seven months." "Niggers come and go in tobacco."

11. Recommendations:
    1 - 2 - 3
    4. That new floors be laid throughout building.
    5. That floors be scrubbed and walls whitewashed, and windows cleaned at least once every six months.
    6. That toilets be scrubbed at least once every week.
    7. That humidifyer be installed.
    8. That exhaust on dryer be replaced or repaired so that steam does not fill the work-room.
    9. That adjustable chairs with backs be provided.
    10. That fire protection be installed.
    11. That elevators be guarded.
    12. That sanitary drinking facilities be installed.
    13. That washing facilities including hot water, liquid soap and individual or sanitary towels be installed.
    14. That present toilets be condemned and sanitary toilets be provided. That they be not placed next to men's toilets or on same passageway.
    15. That lunch room and rest room be provided.
    16. That full length lockers be provided.
    17. That first aid equipment be provided and competent person placed in charge.
    18. That some definite employment policy be adopted and labor records kept.

Richmond, Va. 15

From: Mary Schaill.

Ethel L. Best.

To: Miss Mary Anderson, Director Women's Bureau.

Subject. P. H. Mayo (American Tobacco Co.)

Cary Street and E. Main Street.

a. In tobacco district, 10minutes on Main Street car line from centre of City.

b. One block from car line and within walking distance of rooming and boarding section.

Date - Nov. 5, 1919.

1. Persons interviewed.

Mr. L. J. O'Brien, Manager.

2. Product.

Smoking and Chewing Tobacco.

3. Number of employees.

Total ~~303~~ 413	men	210	women	203
White	"	22	"	130
Colored	"	188	"	73

None under 16 yrs.

4. Hours.

Beginning 7:30 A. M. Ending 5:30 P.M.

Sat. " 7:30 A.M. " 12:30 P.M.

Lunch period 1:00 to 1:30 P.M.

Tuesday and Friday the white girls have 15 minutes extra in order to dance, but the 15 minutes is paid for by the firm.

Number of days 6 Total daily 9½ Tatal weekly 52½

Overtime.

Occasionally until 6P.M. or 6:30 P.M. during busy season

Men in bulking room stop at 3:00 P.M.

Girls in packing room not working afternoon of visit because work had not come up from press room. Girls had gone home. Time not paid for.

5. Work-room conditions.

a. Description.

Six story brick building, 60 years old, low ceilings,

Richmond, Va.

two stairways wide and clean, fireescapes, doors open out. Workrooms are roomy and orderly. Jarring from machinery. New building being planned.

b. Cleaning.

Cleaning is done by colored women who sweep constantly. Floors are very clean even late in work day.

c. Heating.

Heating is by steam pipes overhead, heat was not necessary on day of visit with thermometer about 45". Much heat from drying rooms and box filling machinery.

d. Lighting.

Windows on two sides of workrooms. The packers and machine fillers are along windows. Rooms dark in the centre. Overhead electric bulbs throughout plant, without shades.

e. Ventilation.

Rooms seemed warm, and air in drying room was very appressive with odor of tobacco and dust. Exhaust pipes were installed but fans or some other system seems necessary. Temperature in storing room next to granulating room was kept moist by sprays of water and steam in a machine from which the air was spread throughout the room. Humidity here was about 60". Windows were open throughout plant except in storing room.

6. Occupations.

a. List all occupations.

4 handle men (colored)

12 machine feeders (colored men)

6 machine feeders (colored ~~men~~ women)

2 foremen (white)

14 feeders drying room (colored women)

2 " " " (colored men)

1 foreman (white)

2 sweepers (colored women)

20 packers (white women)

85 hand stemmers (colored women).

5 hand sorters (colored women)

3 hand stemmers (colored men).

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Richmond, Va.

322
96
418

2 foremen (white)

10 machine operators (white men) granulating room.

2 general help (white men)

1 foreman.

17 casing machine operators (colored men)

1 foreman (white)

1 sweeper (colored woman)

58 ~~lump~~ leaf machine operators (colored men)

5 foremen and assistants (white)

22 labellers and packers (colored women)

3 " " " (colored men)

1 foreman (white)

90 machine operators (white women)

20 hand fillers and packers (white women)

14 packing (colored men)

3 foremen and assistants (white men)

20 press workers (colored men)

2 greasers (colored women)

45 stock room (colored men)

5 foremen and assistants (white men)

b. Describe operations involving hazards or strain.

In the hand stemming department, fifth floor, the vibration from the machinery of the granulating room, fourth floor, was considerable. The dust from the drying machines was most noticeable 5 or 6 feet from the machines. The girls feed the tobacco to the drying machine and take it off the belt after it has run through the machine. The dust and the strong odor in this room make breathing difficult, the manager said the girls get used to it. The girls in the packing department were on "task" work, that is they are supposed to turn out a certain amount of work, if they turn out more they are not paid extra, if less, they are not docked but in the latter case if their output continues low they are "spoken to."

c. Sitting or Standing.

Girls stand, who feed and take off at machines. The others were seated or standing besides their seats.

Richmond, Va.

d. Seats.

Home made chairs with backs and stools, without backs. No method, some girls had chairs some stools.

7. Safety.

a. Firescapes.

Doors open out, two fire-escapes, automatic sprinklers and fire pails, two flights of wide stairs, ~~wide~~.

b. Guarding machinery.

Machinery well guarded.

c. Uniform.

No uniforms. Girls wore cotton caps, homemade and colored girls had some made of newspaper.

8. Sanitation.

a. Drinking facilities .

Ice water tank on each floor in work-room, workers supply their own glasses.

b. Washroom.

Washing trough in dressing rooms on fifth floor for white girls, on second floor in dressing room for colored girls. Also near entrance to lunch room a long trough with 12 faucets and liquid soap, 5 faucets in trough in dressing room and liquid soap. No towels. Mr. O'Brien said they were supplying individual towels (one a week), beginning November 10th., to white girls . ~~[illegible]~~.

c. Toilet.-

On second and sixth floor off hallway 4 toilets , third and fourth floor 3 toilets for colored girls, well screened entrance, clean, outside window, 2 doors in front of seats on second floor off hinges. Three toilets on third, fourth, fifth floors and 1 toilet on second for whitegirls, clean, well kept, outside windows, doors well screened, toilet paper.

On sixth floor
On fifth floor - 4½ to a seat (colored)

On fifth floor - 9 to a seat (white)

On fourth floor - 37 to a seat (white)

On fourth floor- 7 toa seat (colored)

On third floor - 7 to a seat (white)

On second floor - toilet off lunchroom general use (white)

On second floor - 4 seats among 2 girls.

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9. Service and Welfare Facilities.

a. Lunchroom and restroom.

Lunch room on second floor, Large room, windows on two sides, lockers at one end and racks with girls clothing hanging outside lockers (insufficient number of lockers). Long tables down centre of room, benches on each side. No food is served here, girls bring there own lunches and can heat tea or coffee. During winter tea and coffee is served free by the firm to workers when they come to work.

A corner of this room is partitioned off and has a cot where girls can sit if they feel sick. There is a window but no door, therefore little privacy. Fifteen minutes extra is given on Tuesdays and Fridays when a band (3 pieces) plays for dancing.

b. Cloak room and locker facilities.

Cloak room on fifth floor for white girls, and on second floor for colored girls. The one on the fifth floor is screened off from workroom by curtains, window at far end an electric light is necessary, wraps hang on racks in centre of room, benches underneath. Wash basins along one side. Colored girls cloak room is partitioned to ceiling, has two windows, racks down centre for wraps, benches underneath, washing trough along one side. Colored matron in charge. Room very clean and orderly. Lockers are off lunch room, wooden, with wire doors, also racks in front of lockers.

c. Health Service.

1. First aid equipment.

No dispensary. First aid kit in office.

2. Person in charge.

No special person, doctor on call if any one is injured, can be there in three minutes.

3. Health records.

No record kept unless doctor is called.

10. Employment management.

a. Who hires.

Each foreman hires for his own department. When help is needed a notice is pasted in dressing room and any girl who brings a worker, that is accepted, receives $2.00; if new girl stays a month, the girl who brought her receives $5.00. New girl is placed next to her friend who helps show her how the work should be done.

b. Who fires.

Firing by foremen.

c. Who transfers.

Transfers by foremen in their own department.

d. Records.

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d. Records.

Payroll.

e. Labor turnover.

None except payroll.

11. Recommendations.

1.. An eight hour day with no overtime.

2. One hour lunch period.

3. If possible better carrying off of dust and odor in drying room.

4. Chairs properly adjusted for feeders and thosetaking off from machines.

5. That girls stemming should not be located directly over the granulating machinery.

6. That uniforms be provided especially for the girls feeding the dryer.

7. That individual paper cups be provided.

8. That two rest rooms, one for white, one for colored girls, be provided near their respective dressing rooms and equipped with a bed, chairs and a table, and matron in charge.

9. That a first aid cabinet be kept in each dressing room and administered by matron.

10. That sufficient wire lockers be supplied and located in each dressing room.

11. That an employment manager be installed with full charge of hiring, firing and transfers.

Petersburg, Va.

VIRGINIA SURVEY

From Ethel L. Best
To Miss Mary Anderson, Director
Subject: Maclin, Zimmer & McGill Tobacco Co.

Date:

1. Persons interviewed: Mr. W. L. McGill, President

2. Product: Smoking and Chewing tobacco

3. Number of Employees

	Total	Men	Women
	137	88	49
White	12	6	6
Colored	125	82	43
Under 16	None		

4. Hours: Beginning 7 a.m. Ending 5 p.m. Saturday 12:30 Lunch period 12-12:30
Number of days 6 Total daily 9½ Total weekly 53
Overtime None

5. Workroom conditions
   a. Description: Four story brick building - wooden stairs with door at foot ~~leading~~ - stairs caked with tobacco and sweetening - windows yellow with dirt and tobacco fumes - low ceilings - 1st and 3rd floor workrooms have wheels and belts overhead - these add to the noise and confusion.
   b. Cleaning: Rooms are cleaned by workers during work hours - no system in this but one worker will pick up a broom push some tobacco aside and go on with his work. There is one boy whose duty it is to clean but he makes but little impression. What the floor needs is not sweeping but scraping - tobacco, dirt and sweetening is an inch deep in spots, men spit on the floor and the tobacco indiscriminately and two centipedes were seen to run across the floor.
   c. Heating: Rooms were heated by the steamer, dryer, mixer, orderer and press machines - some of these operations were taking place on each floor and the rooms were very warm on a cool winter day.
   d. Lighting: Windows were on three sides of the workrooms but they were so yellow and caked with tobacco dust and fumes that the light was dim in the center of the rooms except in the weighing and packing room on the second floor. This is a small room off the large workroom and the day light is adequate - unshaded gas burners hung from ceiling but none were lighted on day of visit.
   e. Ventilation: From windows which were closed on day of visit - air close on day of visit.

6. Occupations:
   a. List all occupations:

21 shipping and packing	colored	men
20 mixing, ordering, blending	"	"
16 lump makers, twisters	"	"
9 casing	"	"
10 hand packing	"	"
4 machine operators	"	"
1 sweeper	"	"
1 floor boy	"	"

6. Occupations
   a. List all occupations (cont'd.)

23 sorting, stemming	colored women
12 lump makers	" "
1 twister	" "
4 wrapper stemmers	" "
2 casing	" "
1 packing	" "
3 foremen	white men
1 engineer	" "
2 firemen	" "
6 weighers, packers	" women

   b. Describe operations involving hazards or strain, unusual: No hazard. Strain of the industry combined with bad working conditions.
   c. Sitting or standing: The weighers and lump makers and some of the wrapper sorters sat, the others stood.
   d. Seats: Stools without backs excepting the weighers who had boards for backs.

7. Safety:
   a. Firescapes: Two firescapes and an especial outside stairway from the weighing room - automatic sprinkler.
   b. Guarding machinery: Elevator shaft needs guarding - belts on 2nd floor need guards.
   c. Uniform: No uniforms - some of the workers wore aprons, some did not - some wore home-made caps or newspaper head coverings and some did not.
   d. Doors: Entrance doors open out.

8. Sanitation:
   a. Drinking facilities (Kind and location): Tin mug hanging on faucet in workroom - cooler for white girls in the weighing room, girls bring their own glasses.
   b. Washroom
      1. Location and description: Iron sink with one cold water faucet on each floor near head of stairs in workroom - looks unused.
      2. Soap: No soap.
      3. Towels: No towels.
   c. Toilet
      1. Location and description, number of toilets: One toilet on 2nd floor near entrance to weighing room for white girls - small window facing door to toilet and in little entrance hall off of which toilet room opens - lights the toilet, over top of partition - fairly clean - swept by colored sweeper (man) at end of day - toilet paper. Two toilets for colored girls off main workroom on 2nd floor - door of one would not open wide enough to permit entrance but a glance showed the filth - the other had no seats but a straight board in front and one in back and a faucet at one end where a small stream of water ran - very dirty, very bad odor - window at back of seat but was shut - no way of fastening the door shut but holding it. No paper.
         2 seats 1 for white 1 for colored girls
      2. 6 girls (white) to one seat 43 girls (colored) to one seat

9. Service and welfare facilities:
   a. Lunchroom and restroom (Location and description): None
   b. Cloakroom and locker facilities: Cloak room or rather hooks in small store room on 2nd floor where white girls hang their wraps. Colored girls hand theirs on nails in workroom. No lockers.

   c. Health service
      1. First aid equipment: Iodine and bandage in office.
      2. Person in charge: No special person.
      3. Health records: None

10. Employment management:
   a. Who hires? Foremen
   b. Who fires? Foremen
   c. Who transfers? None
   d. Records: None
   e. Labor turnover: Payroll

11. Recommendations:
   1 - 2 - 3
   4. All floors in building to be thoroughly scraped and washed at least once every six months.
   5. Windows to be washed once a month.
   6. Chairs with backs for all workers.
   7. A new wash room and toilets should be installed for colored girls.
   8. Small store room should be turned into a wash room and cloak room for white girls
   9. A colored cleaner (woman) should have charge of cloakrooms and toilets.
   10. A first aid cabinet should be installed and some one in charge with special training in first aid.

11 - Drinking facilities?

12 Employment?

South Boston.

VIRGINIA SURVEY.

TO: Miss Mary Anderson

FROM: A. Peterson

SUBJECT: Investigation: W. T. Lea & Co.
W. T. Lea, General Manager.

Accessible: Near Southern Station.

DATE: 12/2/19

1. Persons interviewed: O. C. Cawley, Factory manager.

2. Product: Rehandling of Tobacco.

3. Number of employees:

Total 24	Men 12	Women 12
White 2	" 2	--
Colored 22	" 10	" 12

Children under 16, none.

"The last inspector fined me $28.50 and I don't monkey with children again. I thought he was 16.

4. Hours:

Beginning 7 a.m. Ending 6 p.m. Sat. 4.30
Lunch period one hour, from 1 to 2
Days 6 Total daily 10 hrs. Total weekly 58-1/2
Overtime. Men worked 2 nights in November until 10 p.m. and a few nights until 8 during past two months. Women no over time. Slack Jan. to October.

5. Work room conditions.

a. Description. Old brick building, one story, new part for office. 3 floors. Floors and stairs worn. Unfinished brick walls. Whitewashed only in hanging room. Ceiling not sealed on third floor. Cobwebs in many places, coating of dust on all walls, and floors. First floor is sort of semi-basement in front because of grading of street. Front part used for storing empty hogsheads and trays. Back room for "hanging". Main floor, 2nd, used for dryer and new part for office. Third floor all one room, used for picking sticks and paper out of tobacco leaves, and screening of tobacco. Piles of tobacco on floor and each shovel taken raised dust. Front part of room filled with dust. Screen not enclosed, gives out much dust.

b. Cleaning. Mr. Cawley stated that ceiling, walls, windows and beams were brushed in September. Coated with dust on day of investigation. Claimed colored man sweeps every day. Floors did not look it. Never scrubbed. Toilets clean, however, stated scrubbed every week.

c. Heating. Unheated except stove in hanging room.

d. Lighting. Windows on four sides of building. Natural light adequate. Unshaded electric lights installed. Not needed except late hours. Hanging room very light.

e. Ventilation. Natural only. No exhause on screener and tobacco dust so thick that workers could barely be distinguished from machine and piles of tobacco. Could not have worked at all if they had not tied handkerchiefs over nose and mouth.

6. Occupations: a. List all occupations.
Women hang tobacco
Pick leaves off belt from screener
" sticks and paper out of tobacco which is piled. Transferred as needed. 12 colored women, sometimes use 20. Ten colored men feed screener, hang on racks or do general labor work as required.
2 white men in office.

b. Describe operations involving hazards or strain, unusual. Those working around screener on day of investigation wore handkerchiefs tied around the mouth and nose. Dust so thick masks should be worn. In addition to working in the thick dust the workers picking tobacco leaves off belt have to stand.
Mr. C. stated that work at time of investigation was unusual and only occurred twice during the season, "sort of cleaning out of scraps."

c. Sitting or standing. When women work at hanging and off belt they stand. Picking paper and sticks they sit.

d. Seats. One broken chair in hanging room. 4 broken chairs (ordinary kitchen kind) in screening room.)

7. Safety.
a. Firescapes. None. Exits not marked. Sprinkler system not installed, instantaneous fire extinguishers not supplied.
b. Trap door arranged for elevator. Elevator dropped from 3rd. b. floor recently, splintered trap doors and floor around. Open shaft from 3rd floor on day of investigation. Trap doors open. No gates or railings.

c. Uniforms. None.

d. Doors. Open in.

8. Sanitation.
a. Drinking facilities (Kind and location): On faucet over sink on first floor. Common drinking cup, although workers are supposed to bring own.

b. Washroom. None. One cold water faucet over sink.
No soap.
No towels.

c. Toilets. Women's and men's toilets built on elevation on first floor, necessary because of street grading and city sewerage. One narrow stairway not over 24 inches to platform same width. Doors on triangular arrangement, men passing women's door to reach theirs. Had to find way through store room of hogsheads and trays Dark, light provided but not turned on. One compartment, two seats facing. No outside ventilation. New and fairly clean. Chain flush. 2 seats - 12 women.

9. Service and welfare facilities.

a. Lunchroom and restroom (Location and description). None. some go home, others eat in work room.

b. Cloakroom and locker facilities; Women work in swetters and hats and only a few coats on the walls of workroom.

c. Health records and service. None.

10. Employment management:

a. Who hires? Manager.

b. " fires? "

c. Who transfers? Almost all, a constant transfer.

d. Records. None except payroll.

e. Labor turnover. Work irregular.

11. Recommendations:

1 - 2 - 3.

4. That walls be whitewashed. Windows washed and floors scrubbed at least once every six months.

5. That screening reel be enclosed and equipped with exhaust wich will carry off dust, and until this be provided that masks be worn, provided by company and a rest period of 10 minutes be given every hour during the day.

6. That adequate fire protection be provided.

7. That elevator guarding be provided and use made thereof.

8. That adjustable seats with backs be provided for each worker.

9. That sanitary drinking facilities be provided.

10. That washing facilities including hot water, liquid soap, and individual towels be provided.

11. That either the men's or the women's toilet be moved to another part of the building. That a light be kept on during work hours to light stairway to toilets.

12. That a linch room and restroom be provided.

13. That first aid equipment be provided and competent person placed in charge.

14. That definite employment policy be adopted and effort made to provide regular employment.

Halsey

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Lynchburg, Va.

VIRGINIA SURVEY

From Ethel B. Best
To Miss Mary Anderson, Director
Subject: The Imperial Tobacco Co.
a. Address:
b. Location:
c. Accessible:

1. Persons interviewed: Mr. King, manager Mr. Wilkinson, bookkeeper.

2. Product: Loose leaf tobacco for export.

3. Number of employees: Total 234 Men 106 Women 128
White 7 7
Colored 227 99 128
Under 16 None

4. Hours: Beginning 7:00 Ending 6:00 Saturday 1:00
Lunch period 1:00-2:00
Supper period Time enough to eat - men only.
Number of days 6 Total daily 10 Total weekly 56
Overtime: During busy season from 1 to 4 hours for men only.

5. Workroom conditions
a. Description: Brick building - 2 story in front, 3 story in rear - 2 stairways to each floor except the 3rd floor which has but one - no work done on 3rd floor - storage and toilet rooms - 2nd floor is divided through the center, on one side the stemmers work and the ? ordering machine is in one corner - the other side contains the drying machine and ~~drying~~ prizing department. The first floor contains the receiving room the casing and the hanging departments - office in front next to the receiving room. The 2nd floor room where the stemmers work is full but orderly and not crowded - the small room on the first floor where the hanging is done is also full and as the workers move around here there is more confusion.
b. Cleaning: Cleaning by colored sweepers (women) who sweep all day - floors were unusually clean and free from scrap. The stairs especial- those leading to the third floor were not so well kept as the workrooms.
c. Heating: Steam overhead pipes and from the ordering and drying machines.
d. Lighting: Lighting from windows on two sides of stemming room - workers in rows parallel to the windows on the long side - hanging room windows on but one side of room - electric overhead lights unshaded - many bulbs missing.
e. Ventilation: The ordering and the drying machines have exhaust pipes - the rooms are ventilated by windows only but the dust and fumes are not bad and in the drying room, where the prizing is also done, the air is better than in the majority of factories where these operations are carried on.

6. Occupations:
a. List all occupations:

6. Occupations
   a. List all occupations:

99 stemmers	colored	women
10 stemmers	"	men
22 hangers	"	women
7 floor help & sweepers	"	"
9 floor help	"	men
75 sales, shakers, packers,	"	" machine men, shippers
5 cooper shop	"	"
6 foremen	white	"
1 engineer	"	"
1 tester	"	"

   b. Describe operations involving hazards or strain, unusual: None, except the dust and fumes from the tobacco - these are worse in the drying and hanging rooms.
   c. Sitting or standing: The stemmers sit. The hangers and floor help stand.
   d. Seats: Wooden stools without backs.

7. Safety
   a. Firescapes: No firescapes - automatic sprinklers, bucket and fire extinguishers.
   b. Guarding machinery: Sufficiently guarded.
   c. Uniform: No uniform - some women wore head coverings but many did not.
   d. Doors: Doors used by employees on 1st floor and at head of stairs open out - door at head of other flight of stairs opens in.

8. Sanitation:
   a. Drinking facilities (Kind and location): From faucet in basin in hanging room and in stemming room-girls bring their own tin mugs or cans.
   b. Washroom
      1. Location and description: Iron basin in hanging room and in stemming room (near stairway) - one cold water faucet in each basin in toilet room - water has been discontinued.
      2. Soap: No soap.
      3. Towel: No towels.
   c. Toilet
      1. Location and description, number of toilets: Toilet on third floor - men's and women's side by side - partition about 6 feet high between - small high window - no doors in front of seats - cleaned by an old colored man before and after hours - no heat on this floor except oil stove at head of stairs - place clean and neat - toilet paper.
      2. Number girls per toilet (seat): 4 seats - 26-27 women to a seat

9. Service and welfare facilities
   a. Lunchroom and restroom (Location and description): None.
   b. Cloak room and locker facilities: None. Wraps hang on hooks in walls of workroom. Manager said girls liked it better than cloak-room - could keep an eye on their things. One girl talked to said she did not like it - men hang their coats over your hat.

9. Service and welfare facilities (cont'd.)
   c. Health service
      1. First aid equipment: First aid cabinet in office.
      2. Person in charge: The man who tests tobacco.
      3. Health records: None unless accident is serious.

10. Employment management:
   a. Who hires? Foremen
   b. Who fires? "
   c. Who transfers? "
   d. Records: None
   e. Labor turnover: No record except payroll.

11. Recommendations:
   1 - 2 - 3
   4. Individual shaded lights for stemmers.
   5. Chairs with backs for all workers.
   6. Aprons and caps to be furnished and laundered by firm.
   7. Bubblers in each workroom.
   8. Hot water, soap and towels.
   9. Wash basins in toilet room.
   10. Doors in front of seats and 2 more seats.
   11. Partition between men's and women's toilet should extend to ceiling.
   12. Lunchroom with matron in charge.
   13. Cloakroom with adequate facilities.

South Boston, Va.

VIRGINIA SURVEY.

FROM: Ethel L. Best

To: Miss Mary Anderson, Director, Women's Bureau.

Subject: The American Tobacco Co.

Date:

1. Persons interviewed: Mr. J. J. Barley, Supt.

2. Product: Leaf tobacco.

3. No. of employees:

	Total	Men	Women	Under 16
	62	37	25	None
White	3	3	-	
Colored	59	34	25	

4. Hours:
Begin 7.00 a.m. End 6.00 p.m. Sat. 4.30 p.m. Lunch period 1 - 2p.m. Super period in busy season time enough to eat a sandwich, paid for by the firm. Usually 30 minutes.

No. of days 6 Total daily 10 hrs. Total weekly 58-1/2 hrs.
Overtime none

5. Workroom conditions:
a. Description: Two stories, basement and sub-basement. On first floor, receiving and hanging. 2nd floor, stemmers, drying machine and softener, in a little room adjoining is the sand screen. Basementis used for storage. Sub-basement cooper shop and machine for stripping the stems after they have been stripped. Two stairways, elevator, ceiling faily high.

b. Cleaning. By colored women sweepers during work hours. Floors in all rooms but stemming room very clean. Floor in stemming room quite clean.

c. Heating from machinery in workrooms.

d. Lighting. Windows on four sides of workrooms and small windows in sub-basement. Electric overhead lights, unshaded.

e. Ventilation from windows, some open on day of visit. Exhaust pipe from dryer and sander. Dust thick in 2nd floor room where stemmers work. Bad also around feeders and pickers.

6. Occupations: List all occupations.

a.	63	stemming	colored	women
	27	"	"	men
	3	"	"	girls
	5	"	"	boys
	2	feeding	"	women
	2	taking off	"	"

74 Colored women

Jan 7. 1928. In the supplementary study of Negro women, the 74 women reporting occ are used rather than Total 25 for 3. as the report on Toilets also seem to justify this question

2 hanging	colored women
5 sweepers	" "
3 foremen	white men
3 laborers	" "
35 "	colored "

15 0

b. Describe operations involving hazards or strain.
Only from the dust and fumes of tobacco.

c. Sitting or standing. Stools, home made, without backs.

7. Safety.

a. Fire escapes. No fire escapes. Automatic sprinkler.

b. Guarding machinery. Sufficiently guarded.

c. Uniforms. Girls wore cloth twisted around their heads or newspapers.

d. Doors open out.

8. Sanitation:

a. Drinking facilities. Water from faucet in basin in toilet rooms on 1st ~~fl~~ and 2nd floor. Bring their own tins or cups.

b. Washroom: Location & description. Towels - soap. Enamel basin in toilet rooms at end of workrooms on 1st and 2nd floors. Clean but looks unused. Two faucets, cold water only. No soap. No towels.

c. Toilet. 1. Location and description. 2. Number of girls per toilet.
Toilet on 1st floor at further end of workroom. Outside window. 1 seat, well screened. Toilet on 2nd floor at further end of workroom. Outside window. 2 seats, well screened. No paper.
3 seats 26 girls to a seat.

9/ Service and welfare facilities:

a. Lunchroom and restroom. None

b. Cloakroom and locker facilities. None. Wraps are hung on nails in walls of workrooms. The stemmers as in many tobacco plants keep their lunch pails on the table where they work and occasionally eat a little while they work.

c. Health service. None.

10. Employment management.

a. Who hires? Mr. Johnson or foreman

b. " fires? " " " "

c. Who transfers? Labor is transferred according to need, others not transferred.

d. Records None except payroll.

e. Labor turnover. None except payroll.

Recommendations:
1 - 2 - 3.

4. Exhaust pipe over picking belt and if possible over belt where the tobacco enters and goes out of the dryer.

5. Chairs with backs for all workers.

6. Bubblers on each floor.

7. Hot water, soap, individual towels.

8. More seats in 2nd floor toilets.

9. Lunchroom equipped with tables and chairs.

10. Cloakroom with individual lockers.

11. Matron in charge of lunchroom, cloakroom and to supervise toilets.

12. First aid equipment with proper person to administer.

NOTES: All women on day rate excepting stemmers. Day rate $2.00-$2.50. One stemmer made $3.00 in 2 days. Another $8.00 in 3 days. Another $13.75 in 5 days. (Sat, one of them) Another $16.15 in 5 days. (Sat. one of them.) One stemmer did 385 lbs. in one day and the next only 190 lbs. This was not due to shortage in work but as the superintendent explained "because she just didn't feel like it." It was noticeable that in almost every instance where the payroll showed an especially large day the following day would be below the average.

Norfolk, Va.

VIRGINIA SURVEY

From Helen Bryan
To Mary Anderson, Director Women's Bureua
Subject: Investigation -- American Cigar Co.
a. Address: Princess Anne Ave. at N & W R.R., Norfolk
b. Location: Twenty-five minutes walk from center of business section
c. Accessible: Not very accessible.

Date: December 13, 1919.

1. Persons interviewed: Mr. W. G. Shumate, Manager.
Colored woman in charge of toilets.

2. Product: Stemmed tobacco.

3. Number of employees: Total 296 women 286 men 10 None under 16
White " 3
Colored " 286 " 7

4. Hours: Beginning 7:30 a.m. to 6 p.m. Saturday 1 p.m. ½ hour for lunch
No overtime.

5. Work-room conditions
a. Description: Three story brick building, brick inside walls. Casing department on first floor. Packing down department on second floor and stemming department on third floor.
b. Cleaning: Done by several colored men who do trucking and all heavy work. Floors needed scrubbing.
c. Heating: By overhead steam pipes.
d. Lighting: Windows on two sides of all work rooms and an insufficient number of drop lights to light up the rooms well. Work does not require any eye strain.
e. Ventilation: By window. Would be adequate if regulated.

6. Occupations
a. List all occupations
1. Shaking tobacco for casing, dipping in water by handsful to dampen and placing on casing tables.
2. Stemming tobacco.
3. Packing down in large piles to be shipped.
b. Describe operations involving hazards or strain, unusual: Dust from shaking and continuous standing by shakers and packers down. Fumes from tobacco when handling.
c. Sitting or standing: Employees in stemming department sit on home-made wooden seats without backs. Packers down and employees in Casing Department have no chairs.
d. Seats:

7. Safety
a. Firescapes: No firescapes. Most of employees on third floor. Automatic sprinklers and some buckets of water on shelves on third floor.
b. Guarding machinery: No machinery guards needed.

7. Safety (cont'd.)
   c. Uniform: No uniforms.
   d. Doors:

8. Sanitation
   a. Drinking facilities (kind and location): Sink on third floor (iron) with two spigots furnishes drinking facilities for all employees. Two or three bottles at sink used to drink out of. Some employees have their own bottles and cups.
   b. Washroom
      1. Location and description: Only place to wash is at sink on third floor, two spigots, cold running water.
      2. Soap: No soap.
      3. Towels: No towels.
   c. Toilet
      1. Location and description, number of toilets: Toilet room for all women employees on third floor just off stemming room, partitioned off from work-room by concrete wall with wood screen in front of door. Contains seven seats (for 286 employees, 1 for about every 40). Toilet room dark with only one small window and is poorly ventilated. Because of water famine do not flush but woman in charge carries water in buckets to flush them. Colored woman in charge of keeping toilets clean, etc. on full time.
      2. Number girls per toilet (seat): 7 seats 286 employees

9. Service and welfare facilities
   a. Lunchroom and restroom (location and description): No lunch or rest room facilities.
   b. Cloak room and locker facilities: No cloak or locker facilities. Many employees work with hats on. Hang coats, etc. on nails around work rooms.
   c. Health service
      1. First aid equipment: No first aid equipment.
      2. Person in charge:
      3. Health records: No health records.

10. Employment management
   a. Who hires? Under supervision of manager the foreman of each department does hiring and firing.
   b. Who fires? " " " " " " "
   c. Who transfers? No transfer method.
   d. Records:
   e. Labor turnover: No record of labor turnover except payroll sheet.

11. Recommendations:
   1 - 2 - 3
   4. Floors should be scrubbed more frequently.
   5. Ventilation should be better regulated to allow for sufficient fresh air.
   6. Exhausts should be installed where shaking of tobacco is being done to help take away dust, nose and mouth protectors also provided.

11. Recommendations: (cont'd.)

7. All employees should be provided with adjustable chairs with backs. Rest periods should be given at regular intervals to employees who can not sit while at work.
8. Sanitary drinking facilities and individual drinking cups should be provided.
9. More adequate sanitary washing facilities should be provided. One basin for every 20 employees, hot and cold running water, liquid soap, and individual towels.
10. Toilet room should be better lighted and ventilated. Toilet rooms should be built on each floor and one seat for every 20 employees.
11. Firescapes should be provided for the third floor.
12. Lunch, rest and locker room facilities should be provided.
13. Health records should be kept and First Aid Equipment installed.
14. A definite employment policy should be adopted and records kept of hirings, firings, transfers, promotions, demotions, wages, labor turnover, etc.

Haley

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South Boston, Va.

VIRGINIA SURVEY

To Miss Anderson
From A. Peterson
Subject: Investigation Imperial Tobacco Co.
a. Address:
b. Location: Near Norfolk and Western Station.
c. Accessible: Accessible

Date:

1. Persons interviewed: T. A. Fulgham
Foreman stemming room
Asst. foreman stemming room

2. Product: Rehandling tobacco

3. Number of employees: Total ~~556~~ 336 Men 150 Women 186
White 17 " 17
Colored319 " 133 " 186
Children under 16: 17 boys. colored.
Stated sometimes use 50 or more extras - figures given approximate.
Claimed no more children. "Have permits for many not here now."

4. Hours: Beginning 7 a.m. Ending 6 p.m. Saturday 4:30
Lunch hour: One hour from 1 to 2.
Days 6 Total daily 10 Total weekly 58½ ~~7:30~~
Children Beginning 9 a.m. Ending 6.p.m. Saturday 4:30
Days 6 Total daily 10 Total weekly 48
All from now on will stop at 12 Saturday which reduces the weekly total to Adults 55 - Children 45.
Overtime: Men have worked overtime, sometimes 20 hours work in a stretch. "The man going off at 5 a.m. would not work until 9 or so then go home at 9 or 10 that night, sleep all night, come on at 7 a.m. and work through till 5 a.m. next day and so on." This kept on for about 3 weeks in November. During October men frequently worked until 9 p.m. until 3 weeks ago, Women only on a very few nights until 8 p.m. - impossible get definite data exact hours except from pay roll.

5. Workroom conditions:
a. Description: Very large new brick building (7 years old), three stories on one side, two on the other and front. All rooms spacious and pleasant and worktables well arranged. Everything in such good order one could hardly realize the work was that of rehandling tobacco. Floors wood, except in store rooms. Stairways inclosed in brick wall. Work tables for stemmers have built on shelf for placing of stems and scrap.
b. Cleaning: Stemming room is swept every half hour, scrubbed once every six months, walls and windows dusted off three times a month when necessary. Room immaculately clean, floor noticeably free from tobacco expectorating. Hanging room floors clean, but not so immaculately as stemming room. Swept twice daily. Colored men clean constantly through entire building. Even coopershop clean and orderly.

5. Workroom conditions (cont'd.)

c. Heating: Hot air and steam pipes. Hot air brought in through overhead flat drum 12 inches deep and 3 feet wide. Steam comes in over it and regulates humidity according to heat. Ventilators in ceiling above the heating pan. Air fresh and clear. Temperature perfect. This apparatus is only in stemming and hanging room. Stemming 3rd hanging 2nd floor. Steam pipes heat the rest of building.

d. Lighting: Windows on two sides - rooms light and pleasant - adequate natural light, but shaded electric lights installed.

e. Ventilation: Natural and by exhausts and ventilators. Sand screener in separate room - inclosed-scrapdrawn out by suction - practically no dust. Manager stated "No one has right to operate a screen reel which is not inclosed. How can they stand it?"

6. Occupations

a. List all occupations:

White	men	6	foremen		
"	"	5	buyers		
"	"	4	office		
"	"	2	engineer and helper		
Colored	men	53	stemmers* ----------	Colored women	109
"	"	15	hangers*and sorters		
"	"	14	budding ----------	" "	12
"	"	6	coopers		
"	"	30	laborers		
"	"	15	sales hands		
			hangers and 4 feeders to dryer	" "	65

*Floating change to stemming or hanging.

Women hangers receive $2.00, Men $3.00 day. Men hang on racks.

Stemmers 2¢ a pound - make $16-$18 per week.

b. Describe operations involving hazards or strain, unusual: No hazard, except strain from standing and sitting on seats without backs, unless it be carrying boxes of leaves after stemming. One weighed while investigator was there, weighed 23½ pounds.

c. Sitting or standing: Stemmers sit. Hangers and feeders stand.

d. Seats: Home made bench stools high enough for tables but without backs.

7. Safety:

a. Firescapes: Stairways inclosed in brick fire wall. Sprinkler system installed. Wire fire windows. Fire doors at elevators and toilet shaft.

b. Guarding machinery: Machinery guarded.
Elevator

c. Uniform: None.

d. Doors: Metal doors slide. Several exits.

8. Sanitation
   a. Drinking facilities (Kind and Location): Cooler which makes own ice in each work room. Bubbler and cooler called "Isco".
   b. Washroom
      1. Location and description: None. Sink with cold water faucet in each toilet room.
      2. Soap: None
      3. Towel: None
   c. Toilet
      1. Location and description, number of toilets: Two for women. All toilets built off passageway. Men's adjoins women's. Brick wall separates. Large air shaft at entrance of both. Three seats - chain flush type - separate screened compartment for each. Colored man cleaned while investigator was there Manager said he was supposed to clean in the morning before workers came. The toilet on second floor in need of disinfectant.
      2. Number girls per toilet (seat):
         Third floor - 3 seats 109 using 36½ to seat
         Second floor - 3 seats 77 using 25 2/3 to seat
         Sometimes more women in each department.

9. Service and welfare facilities
   a. Lunchroom and restroom (Location and description): None. Most of workers go home. Those remaining eat in work room.
   b. Cloak room and locker facilities: None, except half length wooden lockers - wood door - no ventilation - off of workroom in passageway. Not sufficient in number.
   c. Health service
      1. First aid equipment: None, send them home or would send for a doctor. Seldom anyone sick.
      2. Person in charge: None
      3. Health records:

10. Employment management
   a. Who hires? Manager and foreman
   b. Who fires? " " "
   c. Who transfers? Foremen when needed.
   d. Records? Only payroll.
   e. Labor turnover: Work irregular except for 3 to 5 months, even then more are needed at special times. Majority of workers old hands and regular during busy month.

11. Recommendations:
   1 - 2 - 3
   4. That adjustable chairs with backs be provided for all workers.
   5. That washing facilities including hot water, liquid soap and individual towels be provided.
   6. That toilets be disinfected more regularly and that toilets be provided on each floor to the number of one for every 20 workers.
   7. That a lunch and rest room be provided.
   8. That cloakroom with full length metal lockers be provided.
   9. That first aid equipment be provided and competent person placed in charge.
   10. That a definite employment policy be adopted and employment records be kept.

Danville, Va.

VIRGINIA SURVEY.

From: Ethel L. Best

To: Miss Mary Anderson, Director.

Subject: Imperial Tobacco Co.

Date:

1. Persons interviewed: Mr. W. F. Oakley, Supt.

2. Product: Leaf and strip tobacco.

3. No. of employees:

Total 557	Men 136	Women 365	Under 16	56	Boys 28	Girls 28
White 11	11	-		-	-	-
Colored 546	125	365		56	28	28

4. Hours:
Begin 7 a.m. End 8 p.m. Sat. 1.00 Lunch period 1 to 2 p.m.
Supper period - no definite time, about 10 minutes. The firm supplies sandwiches.

No. of days 6 Total daily 12 Total weekly 66 hrs.
Overtime 10 hours a week by permit. This time is paid for at time and a half.

5. Workroom conditions:
a. Description. Five story brick building. Two top floors used for storage. On 1st floor is the hanging, drying, receiving room, machine room, cooper shop, shipping room. On 2nd floor is stemming, butting rooms and some hanging. On the 3rd floor is the steam room. Rooms are large and crowded with workers - much material around. A number of operations are carried on in one room which adds to the confusion.

b. Cleaning by colored girls during work hours. Workrooms fairly clean much material lying around gives the rooms a disorderly appearance.

c. Heating. By steam coils underneath the windows.

d. Lighting by windows on three sides of the large workrooms and on two sides of the smaller ones such as the cooper shop and machine rooms. Overhead electric lights without shades, they are hung low over the machines and the stemming tables.

e. Ventilation from the windows. There are exhaust pipes over the dryer, and the sand screen. Air is very dusty in the stemming room and in the machine room where the women shake the tobacco.

6. Occupations:

a. List all occupations.

222	stemmers	colored	women
28	"	"	girls
39	"	"	men
20	"	"	boys
100	hanging tobacco	"	women
5	" "	"	men
12	receiving room	"	"
4	sand screen room	"	"
6	butting	"	"
7	"	"	women
25	feeding and shaking	"	"
20	machine room	"	men
5	" "	"	boys
23	labor	"	men
11	"	"	women
15	cooper shop	"	men
18	shipping	"	"

b. Describe operations involving hazards or strain, unusual. None except from dust and fumes in hanging, stemming and machine room.

c. Sitting or standing. Stemmers sit and stand. All the others stand.

d. Seats. Home-made stools without backs and boxes.

7. Safety.

a. Fire escapes. None, automatic sprinklers.

b. Machinery sufficiently guarded. Elevator guards on 1st, 4th, 5th floors not working.

c. Uniforms. Not worn. As always in this kind of a plant the women wear head coverings on account of the dust.

d. Doors. Open out.

8. Sanitation:

Drinking facilities.

a. From faucet in wash basin on 2nd floor. Tin cup over sink.

b. Washroom. Iron sink in toilet room on 2nd floor. One faucet, cold water. No soap. No towels.

c. Toilet. Toilet room on 2nd floor off stemming room. Windows. door in front of seats. Toilet paper. Woman cleaning, looked as though she had just begun (noon)

11 seats 35 girls to a seat.

The superintendent said they were planning to make some improvements in their plant this spring, among them a new toilet on the first floor.

9. Service and welfare facilities. Lunchroom and restroom. None. Girls eat lunch in workroom.

b. Cloakroom and locker facilities. Cloakroom on 2nd floormoff work room. No window, ventilation over top into workroom. Racks in center. Hooks around side, very crowded. Fairly neat and clean. Planning to build a new one with lockers on the 1st floor this spring.

c. Health service. None.

10. Employment management:

a. Who hires? Supt. or foremen.

b. Who fires? Foremen

c. Who transfers? Not done.

d. None. Records.

e. Labor turnover. Large, but doesn't know amount.

11. Recommendations.

1 - 2 - 3.

4. Exhaust pipes in the stemming and hanging rooms.

5. Chairs with backs for all workers.

6. Fire xescapes.

7. Elevator guards to be used.

8. Bubblers on each floor.

9. Wash basins on each floor with hot water, soap, towels.

10. More toilets for the girls.

11. Lunchroom should be installed and equipped.

12. Larger cloakroom with windows and individual lockers.

13. First aid should be installed and trained person to administer it.

Danville, Va.

VIRGINIA SURVEY.

To: Miss Mary Anderson,

From: Agnes L. Peterson.

Subject: Investigation, John E. Hughes & Co
G. M. Hamlett, Mgr.

b. Craighead Street,
c. Accessible.

Date: 11-28-1919.

1. Mr. Hamlett, Manager. Interviewed.

2. Product: Rehandling Tobacco (on commission only)

3. Number of employees: Total 164. Men 61 Women 103
Children under 16, none.
White 19 men - - 16 women - - 3 children 0
Colored145 " - - - 45 " - 100 " 0

Twenty of the colored men are employed in outside ware houses. There are 8 warehouses unsed only for storing of tobacco

4. Hours:
Beginning 7 a.m. ending 6 p.m. Sat. 1 p.m.
Lunch period one hour
Days 6 Total daily 10 Total weekly 56 hrs.
Overtime. For the past two months up to and including last week, about 40 women and 30 men had worked the following hours.

7 a.m. to 10 p.m. Sat. 1 p.m.
Lunch hour - 1 hr.
Supper time. 10 minutes at eight o'clock.

Days 6 Total daily 13.50 Total weekly 75.10

Time and a half paid for time after 6 p.m.
The same people did not work every evening. Some did not work at night at all, but all could. Mr. Hamlett stated that they never knew just how many would stay and would not stay, but effort was made to have as many stay as possibly could or would. It is not possible therefore to give exact hours of overtime of any one person, unless the xtime would be taken from the pay roll. The company provided supper for those who worked at night by bringing in sandwiches at 8 o'clock. Noses were counted about 7 p.m. to see how many sandwiches were needed. Two apiece were brought.

5. a. Workroom conditions - description. Besides the eight ware houses referred to there are two buildings which are nnly connected by a first story room extending half the length of the buildings.

The back half being a sort of court. The office and shipping rooms are in the one and the rehandling work is done in the other, however, they are so near together as to seem one building. The only direct passageway is through the one story part referred to, although doors opening onto the court from each building make for passage from one building to the other through the court. The north half and south half both are four story brick. The south building used for office and shipping - the north building for factory. Stairways wood enclosed. Home made wooden cuspidors, filled with sawdust, in corners of stairway.

The floors are of wood, walls unfinished brick, ceilings and walls white washed. Mr. H. stated they are gone over once a year. The floors and walls are in good condition, and windows, about every four feet on three sides, were covered with dust.

The first floor was used for storing only, second for drying and packing, third for sorting and picking and fourth for "sandscreening" (running through the cillinder for dusting out and stemming.

b. A colored woman cleans, sweeping going on all the time. Floors well swept. They have never been scrubbed. Mr. H. stated that scrubbing was not necessary if they were kept well swept. "We sweep so much it wears out the floors". The walls are washed off near the floors for about two feet. This is also done to the post supports in the room. This washing is done in June when work is slack, and the walls are gone over at the same time. The reason given for washing the walls and posts was that tobacco is piled up against them, tobacco is also piled on the floor near the walls and posts so it is difficult to understand why the floors are not in need of scrubbing. The beems are all dusted with brushes at this time also.

The toilets are scrubbed two or three times a week. The windows are supposed to be cleaned every June, also.

c. Heating. By steam pipes.

d. Lighting. Windows on three sides in work room, but not in store rooms. Natural light sufficient for all but very dark days. Unshaded electric lights hang from ceiling in sufficient number for general lighting. Local lights not necessary except at dryer and one has been placed there. Work tables arranged around sides of room.

e. Ventilation. Natural. Exhaust on second and third floors carries out dust and ventilates building. In addition there

is an exhaust which carries off all steam from the dryer on the second floor.

6. Occupations. List all occupations.

In office.	White men	5	women 5
Laborers	" "	6	
Foreman	"	6	
Warehouses	colored "	20	
Laborers	" "	25	
Picking, sorting off belt or bunching	" "	30	
Hanging	" "	50	
Stemming	" "	20	

A few men also do stemming when they can be taken off other work for it. "Two months there were 300 stemmers, next week we will not need any", but a sign is now up for stemmers for December 2. Suppose it means that new orders have come in. The work seems very irregular so it is not to be wondered at that the workers are not more regular.

b. Describe operations involving hazards or strain, unusual. No hazard except from long hours and from constant standing of stemmers and hangers, and poor seating provided for the bunch makers.

c. Sitting or standing. All stand except the bunch makers.

d. Seats. The few stools provided for the bunch makers are low and without backs - a sort of home made bench. Mr. Hamlett stated that if seats were provided for the stemmers and hangers "they would not work."
The stemmers and hangers can move around and sit on boxes and the trays of tobacco.

7. Safety. Fire escapes. There is a fire escape on the south wall of the north building, on the court. Sprinkling system throughout the builging, this was put in because of reduction of insurance rates. Exits are not marked. There are no instantaneous fire extinguishers.

b. Guarding machinery. Manhinery guarded. Although gates have been provided for the elevator shafts they are not used on any floor. On first floor there is danger of stepping in under the elevator and having it drop. Slide doors.

c. Uniforms. None. Some of the women wore hats, but only a few.

d. Doors. Slide doors.

8. Sanitation. Faucet over sink on each floor. Workers were supposed to bring own glasses, but few do it so it is a case of a general drinking cup.

b. Washroom. 1. Location and description. Cold water faucet can be used but Mr. Hamlet said he doubted that those who remained for work at night took the trouble to try to wash. Soap & towels?

x. ~~Health service~~. None.

c. Toilet. Outside toilet in a small brick building in the court. Two compartments for women, one for men. The seat is a sort of trough arrangement and the automatic flush works every seven minutes. Suppose three women can use it at one time if necessary. Was fairly clean, well swept, but is anything but an acceptable arrangement. The company expect to build on a hundred foot addition to the north building. Will put in modern toilets on each floor, Mr. Hamlett stated.

Now using 100 women	50 for each compartment
2 months 300 plus	Over 150 for each "

There is no window and if door were closed it would be very dark. Marking of doors designating women's toilet not distinct.

9. Service and welfare facilities. Lunchroom and restroom. None. Some go home to lunch but about half remain in building and eat anywhere convenient.

b. Cloakroom and locker facilities. No cloak room. About 16 full length wooden lockers are arranged in one corner of the walls. They have wooden doors, but canvas tops necessary to comply with city fire ordinance. Lockers not used, coats and hats hanging on walls of workroom.

c. Health service. 1. First aid equipment? None.
2. Person in charge. No one. If any one is hurt or sick a doctor is sent for.
3. Records. None.

10. Employment management.
1. Who hires? Manager.
2. " fires? Foreman or managers.
c. Who transfers? No system.
d. Records. None kept.
e. Labor turnover. Difficult to tell because of irregularity of employment. One week may need 50 and the next 300.

11. Recommendations. 1 - 2 - 3. Supper period at night.
4. That ~~walls~~ floors be scrubbed at least once in six months. That walls and ceilings be whitewashed at least once every six months. That windows be cleaned at least once every six months.
5. That shaded lights be provided.

6. That adjustable stools with backs be provided.

7. That more fire protection be provided.

8. That sanitary and modern drinking facilities be provided.

9/ That washroom facilities be provided, including hot water, liquid soap, individual towels.

10. That modern sanitary toilets be provided to the number of at least one for each 20 employees.

11. That a lunch room and rest room be provided.

12. That a cloakroom be provided with full length steel lockers.

13. That first aid equipment be provided and compitent person put in charge.

14. That some employment policy be adopted, and that effort be made to provided regular employment.

Lynchburg, Va.

VIRGINIA SURVEY.

FROM: Ethel L. Best
TO: Miss Mary Anderson
SUBJECT: Investigation, G. W. Helme Tobacco Co.

1. Persons interviewed: Mr. Wingfield, Bookkeeper.

2. Product: Loose leaf and strip tobacco.

3. No. of employees:

Total 278	Men 56	Women 222	Under 16, none.	
White 6	" 6	--		
colored272	" 50	" 222		

4. Hours:
Begin 7 a.m. End 5.30 p.m. Sat. 1. (Sometimes when very busy work until 4.30 p.m.)
Lunch period 12.00 to 12.30
No. of days 6 Total daily 10 hrs. Total weekly 56.
Overtime none except on Sat.

5. Workroom conditions.

a. Description. Large rambling building two stories intthe part where the tobacco is worked and one story in the storage end. 1st floor contains the receiving and unpacking room - only men - the 2nd floor is divided into three rooms one not very large for hanging, then a very long room containing 4 drying machines, off of that a stemming room with a low ceiling. The other rooms are unceiled to the roof. The hangers and the drying machines were not working on the day of the visit. All the workers use one flight of stairs about 3-1/4 feet wide which runs from the receiving room to the end of the drying room farthest from the stemming room. This arrangement would be bad in case of fire as there are no other exits.

b. Cleaning by the workers in the room whenever the foreman thinks the floor needs sweeping. In the stemming room some of the floor workers sweep most of the time. Floors fairly well swept but very crowded with material and workers.

c. Heating by steam pipes which go around the workrooms underneath the windows. The stemming room was very hot.

d. Lighting by overhead electric bulbs, unshaded. In the stemming room windows are on three sides and lights seldom have to be used. The hanging and drying rooms both have windows on two wx sides. In the drying room the machines darken the

room so that lights have to be used.

e. Ventilation. Exhaust pipes carry the dust and fumes from the drying machines. The other rooms are dependent on windows. In the stemming room the windows were all closed (cool morning) and the dust and fumes were overpowering. Many of the workers wore a handkerchief over their nose and mouth.

6. Occupations.

a. List all occupations.

MEN	WOMEN	
200 stemmers	(colored women)	
22 hangers	"	"
50 general help	"	men
5 foremen	white	"
1 engineer	"	"

bb. Describe operations involving hazards or strain, unusual. None except from the dust and fumes.

c. Sitting or standing. Stemmers sit, hangers stand.

d. Seats. Low boxes and a few chairs. The stemmers do not work at tables but from piles of tobacco on the floor.

7. Safety.

a. Firescapes. No firescapes. Automatic sprinklers.
b. Guarding machinery. Machinery not running.
c. Uniforms. No uniforms but all the stemmers wore hats or clothes wrapped around their heads.
d. The two exit doors on the 1st floor open in.

8. Sanitation.

a. Drinking facilities. From faucet in basin in stemmers toilet room. From faucet in basin in workroom of the hangers. In summer a cooler is supplied for each workroom. Tin cup in basin or the workers can bring their own.

b. Washroom. Basin in stemmers toilet room on the 2nd floor. Used by both menaand women. The basin is in a little antechamber and the men's and women's toilet doors are side by side and both men and women use the same washbasin. 1 cold water faucet. No soap. No towels.
Basin in the workroom where the hanging is done. Near entrance to toilet. Used by both men and women. 1 faucet. No soap. No towels.

c. Toilet. The toilet for the women stemmers is off the drying room. There is a narrow entrance passage where the basin for washing is and the two doors, men's and women's, open from this passage. Colored woman cleans this and the toilet in the hanging room. It was remarked that this location was a bad arrangement and she said "Indeed it is ma'm". Toilet paper. Off the hanging room there is a narrow passageway running lengthwise of the toilets, men's and women's, both these toilet rooms are flushed by water running through

every 20 minutes. They are built over a long trough and the men's and women's are flushed at the same time and by the same water. The stemmers toilet has a window but the one off the hanging room is dark, no electric light nor window.

4 seats — 2 for hangers
2 for stemmers
11 girls to a seat for the hanging room
50 " " " " " " stemming room

9. Service and welfare facilities.
   a. Lunchroom and restroom. None.
   b. Cloakroom and locker facilities. None. Wraps are hung around walls of stemming and hanging rooms on nails.
   c. Health service. 1. A few simple remedies, turpentine, peroxide, iodine, gauze and cotton kept in office.
      2. Who administers. Whoever happens to be in office.
      3. Records. Only if accident is severe enough to have a doctor.

10. Employment management.
   a. Who hires? Mr. Adams, Factory mgr.
   b. " fires? " " " "
   c. " transfers? " " " "
   d. None. Records.
   e. Labor turnover. No one knows how much.

11. Recommendations.
   1 - 2 - 3/
   4. A stairway or firescape from the stemming room.
   5. Better ventilation in the stemming room.
   6. Low chairs with backs for all the women.
   7. Exit doors to open out.
   8. Bubblers in each workroom.
   9. A trough or basins with hot and cold water in the stemming and drying rooms, also soap - liquid - and individual towels.
   10. More toilets for the stemmers and the entrance to the women's toilets should be separate from the men's.
   11. A lunchroom where the women can eat their lunch with chairs and tables.
   12. A cloakroom with proper equipment.
   13. First aid cabinet and person in charge with some first aid training.

NOTES: The bookkeeper said that the time workers began on $1.25 a day which was increased to $1.50 if they did well. The piece workers vary "some make as much as $12 a week and others make hardly anything."

Danville.

VIRGINIA SURVEY.

TO: Miss Anderson

FROM: A. L. Peterson

SUBJECT: Investigation, Expert Leaf Tobacco Co.

Address: Craighead St.
Accessible: Yes.

DATE: 11-28-19.

1. Person interviewed:
B. Lea, Mgr. and Buyer
Supt. C. M. Howard, Supt. of Tobacco.

2. Product:
Rehandling of tobacco.

3. Number of employees:

Total 159	Men 70	Women 89	Children 0
White 16	" 15	" 1	
Colored143	" 55	" 88	

Under 16 none.
(Including 2 white men, 8 colored men, in outside storage houses.)

4. Hours. 7 a.m. to 6 p.m. Saturday 1 p.m. Lunch period 1 hr.
Days 6 Daily hours 10 Weekly hours 56
Overtime: Past two months 7 a.m. to 8 p.m. Sat. 1 p.m. hours of 20 women Daily 12. 7 a.m. 10 & 12 p.m. All men daily 14 and 16 hours. Sat. 1 p.m.
Sandwiches sent in, but no regular time off to eat.
It would be impossible to state exact hours for any one week for any one person without taking the time from the payroll. All do not come every night, in fact all do not come every day. Mr. Howard stated that 4 days a week is the average for colored women.

5. Workroom conditions.
a. Description. The building is a large four story brick, comparatively new and in good condition. Floor of wood, walls unfinished brick.
Women work only on 3rd floor. Place clean and light. Swept but not scrubbed. Hanging is done along north wall. The room is spacious, and although tobacco trays are piled in places there is no appearance of disorder or of crowding. Basement used for tool shop and storing. First floor for office, cooper shop and storing of hogsheads, also shipping. Second floor is used for storing cases and hogsheads of tobacco, Third floor for hanging and feeding the chain to the dryers on the 4th floor. 4th floor for drying and packing.

b. Cleaning is done by colored woman on 3rd floor who sweeps

continuously. By men on the other floors. Rooms well swept but not scrubbed ever. Walls are gone over every summer and windows are gone over at the same time. Toilets are scrubbed twice a week. Stairways swept but not scrubbed.

c. Heating. Steam pipes.

d. Lighting. Windows on three sides of building, sufficient natural light, except after dark. Floors not partitioned off, but dryers on third floor cut out light there. Unshaded electric lights hang from ceiling and give sufficient general light for ordinary use. Local lights have been installed in aisle between dryers and where needed on third floor.

e. Ventilation. exhaust off of dryers, but natural ventilation through windows and doors on 3 first floors.

6. Occupations.

a. List all occupations.

Women hand tobacco and feed dryers, as needed for each. 88 colored women.

Hanging tobacco and feeding dryers	20	men	colored.
General work in drying room	12	"	"
Coopers	8	"	"
Laborers	15	"	"
Overseers	11	"	white
Office	4	"	"
"	1	woman	

b. Describe operations involving hazards or strain, unusual. No hazard except from constant standing. The hangers take up bunches of tobacco and hang them over a stick which is across a frame. The reach is not high , 3 or 4 inches above elbow. Height of most of them. Those who feed pick up these sticks over which tobacco has been hung and fit them in place in the chain belt which runs on up ~~until~~ into the dryer.

c. Sitting or standing. All stand at work. Those who feed the dryers can sit down between times on trays of tobacco or boxes.

d. Seats. No regular seats provided. Workers sit on floor or on improvised seats.

7. Safety.

a. No firescape. One stairway running full height of building is enclosed by brick walls. Metal slide fire doors at all doors and windows opening into passage way to next building. Exits not marked. Sprinkling system installed.

b. Guarding machinery. Elevators provided with gates, but

gates were up near ceiling and not in use.

c. Uniforms. None.

d. Doors. Employees exit opens out. Office exit or front exit opens in.

8. Sanitation.

a. Drinking facilities (kind and location.) Barrel with ice water on each floor in hall way for use in summer. Faucet over sink in hallway for use now. Common drinking cup used. Workers supposed to bring own glass, but evidently don't. No sign to that effect.

b. Washroom. 1. Location and description. None, faucet over sink. Cold water.
2. Soap. None.
3. Towels. "

c. Toilet. 1. Location and description, number of toilets. Women's toilet on 3rd floor off work room. When investigater opened door 3 women exposed on seats and Mr. Howard and investigator visible to the 4 women seated there. One long wooden bench with 3 seats across south wall. One seat on east wall. Automatic flush supposed to flush every 6 minutes. Scrubbed and swept but rather smelly. Mr. H. admitted the arrangement was not ideal.
4 seats 88 women 22 per seat.

9. Service and welfare facilities.

a. Lunchroom and restrooms. (Location and description.) None.

b. Cloakroom and locker facilities. None. Wraps hang on wall in workroom.

c. First aid equipment. None. Send for a doctor if one is needed.

10. Employment management:

a. Who hires? Supt. or foreman.

b. " fires? " " "

c. " transfers? Nobody

d. Records? None.

e. Labor turnover. People come and go, employment irregular.

11. Recommendations.
1 - 2 - 3. Supper period at night.

4. That floors be scrubbed and walls white washed at least once every six months.

5. That adjustable chairs with back be provided and when it is not possible to sit at work regular rest periods be given.

6. That elevator guarding be kept in repair and used.

7. That sanitary drinking facilities be installed.

8. That washing facilities be installed, including hot water, liquid soap, and individual towels.

9. That properly screened toilets be provided to the number of 1 for each 20 employees.

10. That a lunchroom and rest room be provided, also full length lockers (steel).

11. That first-aid equipment be provided and that competent person be placed in charge.

12. That definite employment policy be adopted and effort be made to provide regular employment to a certain number.

Danville.

VIRGINIA SURVEY.

TO: Miss Anderson

FROM: A. Peterson

SUBJECT: Investigation, P. B. Gravely Co.,
Address; Bridge Street
Accessible.

DATE: 11-29-19

1. Persons interviewed:
C. E. Harris, Mgr.

2. Product: Chewing tobacco.

3. Number of employees:

Total 49	Men 32	Women 17
White 22	" 17	" 5
Colored 27	" 15	" 12

Children under 16 none.
Formerly employed twice as many. Sales have fallen off.

4. Hours: Begin. 7 a.m. End. 5.30 p.m. Sat. 12 m.
Lunch period 30 minutes.
days 6 Total daily 10 hrs. Total weekly 55 hrs.
Overtime, none.

5. Four story brick, stairways wood enclosed. Home made wooden cuspidors in corners in stairway. Most of building given over to storage, ripening or ageing tobacco.
First floor, north end, prizing and stemming room. Fourth floor "casing" room, East side of 2nd floor. Packing or "pouching" room and "cutting" room. Rest of building storage room, Several new unpainted partitions put up. Walls unfinished, brick. Pouching room tinted in colors.

b. Cleaning. Colored man sweeps daily. Rooms well swept but not scrubbed. Tobacco which has been opened in casing machine is put on floor. Walls white washed about 6 months ago. Windows fairly clean. Toilets clean and swept, but not scrubbed recently.

c. Steam pipes.for heating. Toilet for white women unheated, built out from lunch room wall, which is east, outside wall of building. Wood walls and floor, 3 holes in floor add to cold. Holes probably put there to act as drain.

d. Lighting. Unshaded electric lights hang from ceiling. Windows give sufficient natural light except when dark, except on first floor. Skylight and windows on fourth floor. Windows about 4 feet apart on all sides. Partitions cut light from one or two sides, but all work rooms have windows

on two sides, except first floor, here electric lights are needed and supplied.

c. Natural ventilation. Windows and doors. Humidity piped in with steam pipes and let off "when needed." "When you haved lived with tobacco all your life you know better than a thermometer does, if humidity is needed. You can tell by the feel of the tobacco leaf. No need of ~~such~~ new fangled ideas."

6. Occupations: List all occupations.

Managers of departments.	White.	Men	6	Women	---
Office	"	"	2	"	2
General work	"	"	7		---
Pouching	"	"	1	"	3
Colored picking	"	"	1	"	6
rolling & stemming		"	12		
stemming				"	6
casing		"	3		

b. Describe operations involving hazards or strain, unusual. No hazard, except strain from sitting on high chairs without backs.

c. Sitting or standing. Packers sit. Stemmers and pickers stand or sit.

d. Seats. Home-made high bench stools provided for colored people, round stools for white women. Home-made stppls also fixed for foot rests for stemmers. Stated "they all can sit, but some prefer to stand."

7. Safety.

a. Firescapes. Fire escape on north side of building. Exit not marked. No sprinkling system.

b. Guarding machinery. Elevator shafts in front part of building not guarded when elevator is in use. Trap door arrangement.

c. Uniforms. None.

d. Doors. Front door white entrance opens in. Back or main exit opens out.

8. Sanitation:

a. Drinking facilities (Kind and location.) Three faucets over sink in womens's lunch room. (white women) Two faucets over sink in passageway to toilets for colored people. Workers supposed to bring drinking cup. No sign posted to that effect and common drinking cup is used.

b.

Washroom. 1. Location and description.
None. Three cold water faucets above trough in white women's lunchroom. Two cold water faucets above sink in passageway

way to toilets for colored people. Stated special effort is being made to make colored people wash.

2. Soap. None furnished.

3. Towels. None.

c. Toilet.

1. Location and description, number of toilets: White women use toilet built out from lunch room. 4 seats, large room. No compartments. Old fashioned automatic flush kind. One window. Room swept clean, not scrubbed. Colored women's toilet on same passageway as colored men's toilets. One room, outside window. 2 new chain flush toilets, one broken. Fairly clean. No door but passageway screens.

9. Service and welfare facilities.

a. Lunchroom and restroom (Location and description): Lunch
b. room on second floor for white women. One window. 2 long tables. Used as cloak room, clothes hand on wall, swept, fairly clean.

c. First-aid equipment. None.

10. Employment management.

a. Who hires?

b. Who fires?

c. Who transfers? No body.

d. Records? None. Can get all he

e. Labor turnover. No records. Can get all he wants. Most of those employed have been with him a long time.

11. Recommendations:
1 - 2 - 3.

4. That floors be scrubbed at least once every six months.

That heat be supplied for women's toilet on second floor.

That properly screened toilet for colored women be provided which is not adjacent to men's toilet, at least not an same passageway.

That shades be provided for the electric light bulbs.

That adjustable chairs with backs be provided.

That sprinkler system be installed.

That elevators be guarded.

That sanitary drinking facilities be provided.

That washing facilities including hot water, liguid soap and individual towels be provided.

That lunch room and full length lockers be provided for colored women, also lockers for white women.

That first aid equipment be provided and competent person placed in charge.

That definite employment policy be adopted and employment records kept.

Danville, Va.

29

VIRGINIA SURVEY

From Ethel L. Best
To Miss Mary Anderson, Director
Subject: Investigation W. G. Nowell & Son (Tobacco)
a. Address:
b. Location:
c. Accessible:

Date:

1. Persons interviewed: Mr. H. D. Goodell, Supt.

2. Product: Wrappers for cigars

3. Number of employees: Total 24 Men 2 Women 22 All colored
Under 16 None

4. Hours: Beginning 7:00 Ending 5:30 Saturday 12:00
Lunch period 1 to 1:30
Number of days 6 Total daily 10 Total weekly 55
Overtime None

5. Workroom conditions:
a. Description: Four story brick building. 1st, 3rd and 4th floors are rented to other firm for storage. Second floor has 2 large rooms. One, where the elevator and stairs come up, is used for their own storage, the other is used for a workroom. Workers in groups are scattered through - no machinery.
b. Cleaning: No regular sweeper. Brooms handy and the workers brush up when necessary. Floors moderately clean, tobacco scattered around. Stairs well swept but accumulation in corner should be scraped.
c. Heating: Two stoves in center of workroom, one sends heat around room through pipes, the other makes steam which is carried by pipes and comes out into the room through buckets placed in the center of the floor.
d. Lighting: Windows around three sides of workroom give excellent light - overhead electric bulbs unshaded.
e. Ventilation:-From windows - all shut on day of visit as it was cold.

6. Occupations:
a. List all occupations:

2 untying bunches	colored	women
14 pickers	"	"
6 tying wrappers	"	"
2 laborers	"	men

b. Describe operations involving hazards or strain, unusual: None
c. Sitting or standing: All sitting.
d. Seats: Wooden chairs with backs.

7. Safety
a. Firescapes: None. No workers above 2nd floor, automatic sprinklers and fire ex tinghishers.
b. Guarding machinery: No machinery. Elevator has automatic gate.
c. Uniform: No uniforms. The workers are mostly old women and wear turbans.
d. Doors: Exit door opens in.

8. Sanitation
   a. Drinking facilities (Kind and location): From faucet in wash basin. A few glass bottles and one glass were on a shelf beside it.
   b. Washroom
      1. Location and description: Iron basin in workroom near door, one faucet, cold water only.
      2. Soap: No soap.
      3. Towel: No towels.
   c. Toilet
      1. Location and description, number toilets: Toilet outside, about 20 feet from the factory, pipe runs from factory for flushing, turned on four times a day by a man from inside the factory. Two toilets side by side, one for men, one for women. Seat faces door and consists of two long boards with an iron trough underneath. Paper and dirt (old dirt) inside - no toilet paper.
      2. Number of girls per toilet(seat): 1 seat about 4 feet long, 22 girls to seat.
9. Service and welfare facilities:
   a. Lunchroom and restroom (Location and description): None.
   b. Cloakroom and locker facilities: No cloakroom. Workers hand their wraps on nails in wall of storage room, adjoining workroom.
   c. Health service: None.

10. Employment management:
   a. Who hires? Mr. Noell and Mr. Goodell
   b. Who fires? " " " " "
   c. Who transfers? " " " "
   d. Records: None
   e. Labor turnover? No records, people stay pretty well.

11. Recommendations:
   1 - 2 - 3
   4. Bubbler in workroom.
   5. Hot water, soap, individual towels.
   6. A properly equipped toilet inside the factory.
   7. A lunchroom in one corner of storage room.
   8. A cloakroom with individual lockers.
   9. Exit door to open out.
   10. First aid cabinet and proper person to administer same.

Note: Workers are on time and receive $1.75 a day.

Richmond, Va.

VIRGINIA SURVEY.

TO: Miss Anderson
FROM: A. Peterson
SUBJECT: Investigation, Haskins Co.
Accessible.
DATE: October 31, 1919.

1. Person interviewed: Mr. Haskins, Supt. of plant. Plant now purchased by J. E. Hughes Co and to be rebuilt. Stated by manager of Hughes Co, Danville.

2. Product:
Rehandling tobacco

3. No. of employees:
Total 164 White men 2 women -----
Colored " 50 " 112
Children none.

4. Hours:
Begin 7.30 a.m. End. 5 p.m. Sat. 12.30 p.m.
Lunch period 30 min.
Days 6 Total daily 9 hrs. Weekly 50 hrs.

5. Workroom conditions.
a. Description. Three story delapidated old brick. Floors and stairways almost worn through in places. Walls decayed and bricks broken in places. Walls and windows covered with dust and cobwebs. First floor in two wings, screener in one and drying room in other. Packing in both. Second floor. Leaf tying and hanging. Third floor taking off the belt from the screener and steamer.
b. Cleaning. One of men sweeps every day. Floors not well swept and not scrubbed. Toilet insanitary. Some steam pipes and
c. Heating. Some steam pipes and heat from steaming machine.
d. Lighting. Windows all around building, but so coated with dust that much light is cut off. Unshaded electric lights installed, but natural light sufficient as work is not carried on during winter months.
e. Ventilation. Natural. Windows and doors. Exhaust over dryer but not over screener.

6. Occupations.
a. List all occupations.

women (colored)		men (colored)	
hanging- picking	20 to 5 on day of visit	transferred from one thing to another	50
leaf tying	80	office & supt. (white)	2
taking off belt	12		
	Total 164		

b. Describe operations involving hazards or strain, unusual.
None except dust and strain from constant standing at work of women taking off of belt. Mr. Haskins said it always makes them

sick unless they are accustomed to it. Couldn't allow them to sit down "they would fall asleep". The belt moves out from the screener and these women pick the perfect leaves and take them off. The broken leaves are let go on the belt and dropped to the first floor. There is much dust on both first and erd floors.

c. Sitting or standing. The hangers and takers off stand. Leaf tyers sit.

d. Seats: Home made stools without backs except a few where workers had nailed a board on as a back rest on the chair.

7. Safety:

a. Firescape. No fire protection whatever.

b. Guarding machinery. As much as usual.

c. Uniforms. None, some wore caps.

d. Doors: ---

8. mSanitation:

a. Drinking facilities. Cold water faucet on first floor only. Common drinking cup.

b. Washroom. None. Use cold water faucet.
No.soap. No towels.

c. Toilet. One for women outside, adjoining men's. Should be condemmed. Most insanitary and inadequate.
112 women 1 seat

9. Service and welfare facilities.

a. Lunchroom and restroom. None.

b. Cloakroom and ~~restroom~~ locker facilities. Hang clothes in workrooms.

c. Health service. None.

10. Employment management.

a. Who hires? Supt.

b. " fires? "

c. " transfers? "

d. Records. None except payroll. Pay is for day work and by the pound.

e. Labor turnover. Great. Seasonal employment so not surprising. Dull from January to Septemner.

11. Recommendations.

1 - 2 - 3.

4. That ceiling and walls be whitewashed and windows and floors scrubbed at least once every six months.

5. Adjustable seats with backs.

6. Exhaust over screeners on third floor.

7. Adequate heating facilities.

8. That lights be provided with shades.

9. That adequate fire protection be provided.

10. That sanitary drinking facilities be provided on each floor.

11. That washing facilities including hot water, liquid soap and individual towels be provided on each floor.

12. That sanitary toilet facilities to the number of at least 1 for every 20 workers be provided.
13. That lunchroom and restroom be provided.
14. That cloakroom including individual metal lockers be provided.
15. That first aid equipment be provided and competent person placed in charge.
16. That definite employment policy be adopted, employment records kept and effort made to give more regular employment.

— Virginia —

Miscellaneous

14 Schedules.

Miscellaneous

Norfolk, Virginia.

VIRGINIA SURVEY

From Helen Bryan
To Mary Anderson, Director, Women's Bureau
Subject: Investigation, Southern Bagging Co.
a. Address: 19th and Monticello Avenue
b. Location: 10 minutes from center of business section
c. Accessible: Accessible

Date: December 6, 1919

1. Persons interviewed: Fannie Fivel - Bookkeeper in office
Jesse Means - Colored foreman

2. Product: Making strips out of old bags to be used for baling around cotton.

3. Number of employees: Work for women seasonal. They work only in summer from about April to October. None employed at time of visit. Maximum number women employed about 30. None under 16. About 6 colored men employed now baling strips of bagging for shipping.

4. Hours: Beginning 7:30 Ending 5:30 -- Foreman says Saturday ?
" 7:30 " 4:30 -- Bookkeeper says
Half hour for lunch. No overtime. "Piece workers come in any time of day."

5. Workroom conditions
a. Description: One story brick building, brick walls inside, concrete floor, wood ceiling, windows on two sides.
b. Cleaning: Floors clean, air dusty from cotton and bagging lint. When women are working cleaning around machines and toilets done by woman machine operator.
c. Heating: None. None needed in summer when women are working and character of work done by men in winter keeps them moving so they do not need heat throughout building.
d. Lighting: Dark on side where women work. No windows on this side. No drop lights.
e. Ventilation: Good.

6. Occupations
a. List all occupations: Women operate power sewing machines, sewing strips of bagging together. Men receive and bale strips for shipping.
b. Could not tell about hazzards as machines were dismantled.
c. Sitting or standing:
d. Seats: Seats of various sizes -- straight back.

7. Safety:
a. Firescapes: No firescapes, none needed.
b. Guarding machinery: Could not tell about machine belting and guards.
c. Uniform: No uniform.
d. Doors:

8. Sanitation:
a. Drinking facilities (Kind and location): ?
b. Washroom: None. No place to wash.
c. Toilet: Men and women's toilets side by side partitioned off from work room by wood partition and separated from each other by wood partition.

9. Service and welfare facilities
   a. Lunchroom and restroom (Location and description): No lunch room or rest room.
   b. Cloak room and locker facilities: No locker or cloak room facilities.
   c. Health service
      1. First aid equipment: None. Peroxide in office.
      2. Person in charge:
      3. Health records: None

10. Employment management
   a. Who hires? Colored foreman hires and fires after consulting with
   b. Who fires? Mr. Margolis (owner and manager)
   c. Who transfers? No transfers.
   d. Records: No turnover records.
   e. Labor turnover:

11. Recommendations:
   1 - 2 - 3
   4. Work should be put on a year round basis and seasonal work done away with.
   5. Cleaning should not be done by machine operator. Regular cleaning man or woman should be hired. Scrubbing should be done by man.
   6. Machines should be placed on side of room near windows and shaded drop lights hung over each machine.
   7. Caps to protect hair from machines should be provided.
   8. Sanitary drinking facilities should be provided, pure clean water and individual drinking cups.
   9. A washroom should be built equipped with a sufficient number of sanitary basins, hot and cold running water, individual towels and liquid soap.
   10. The toilet room should be built with a partition so that some privacy is allowed and so that doors do not open directly into workroom. The men's and women's toilets should be in separate parts of the building and not side by side.
   11. A place should be set aside and equipped for rest room and lunch room purposes.
   12. A dressing or cloak room should be provided with individual, full size, steel lockers for each employee.
   13. First aid equipment should be installed with a properly qualified person in charge.
   14. Modern employment policy should be adopted. Records kept of hirings, firings, demotions, promotions, wages, turnover, etc.

Miscellaneous

Norfolk, Virginia.

VIRGINIA SURVEY

From Helen Bryan
To Mary Anderson, Director, Women's Bureau
Subject: Investigation, Southern Bagging Co.
a. Address: 19th and Monticello Avenue
b. Location: 10 minutes from center of business section
c. Accessible: Accessible

Date: December 6, 1919

1. Persons interviewed: Fannie Fivel - Bookkeeper in office
Jesse Means - Colored foreman

2. Product: Making strips out of old bags to be used for baling around cotton.

3. Number of employees: Work for women seasonal. They work only in summer from about April to October. None employed at time of visit. Maximum number women employed about 30. None under 16. About 6 colored men employed now baling strips of bagging for shipping.

4. Hours: Beginning 7:30 Ending 5:30 -- Foreman says Saturday ?
" 7:30 " 4:30 -- Bookkeeper says
Half hour for lunch. No overtime. "Piece workers come in any time of day."

5. Workroom conditions
a. Description: One story brick building, brick walls inside, concrete floor, wood ceiling, windows on two sides.
b. Cleaning: Floors clean, air dusty from cotton and bagging lint. When women are working cleaning around machines and toilets done by woman machine operator.
c. Heating: None. None needed in summer when women are working and character of work done by men in winter keeps them moving so they do not need heat throughout building.
d. Lighting: Dark on side where women work. No windows on this side. No drop lights.
e. Ventilation: Good.

6. Occupations
a. List all occupations: Women operate power sewing machines, sewing strips of bagging together. Men receive and bale strips for shipping.
b. Could not tell about hazzards as machines were dismantled.
c. Sitting or standing:
d. Seats: Seats of various sizes -- straight back.

7. Safety:
a. Firescapes: No firescapes, none needed.
b. Guarding machinery: Could not tell about machine belting and guards.
c. Uniform: No uniform.
d. Doors:

8. Sanitation:
a. Drinking facilities (Kind and location): ?
b. Washroom: None. No place to wash.
c. Toilet: Men and women's toilets side by side partitioned off from work room by wood partition and separated from each other by wood partition.

9. Service and welfare facilities
   a. Lunchroom and restroom (Location and description):No lunch room or rest room.
   b. Cloak room and locker facilities: No locker or cloak room facilities.
   c. Health service
      1. First aid equipment: None. Peroxide in office.
      2. Person in charge:
      3. Health records: None

10. Employment management
   a. Who hires? Colored foreman hires and fires after consulting with
   b. Who fires? Mr. Margolis (owner and manager)
   c. Who transfers? No transfers.
   d. Records: No turnover records.
   e. Labor turnover:

11. Recommendations:
   1 - 2 - 3
   4. Work should be put on a year round basis and seasonal work done away with.
   5. Cleaning should not be done by machine operator. Regular cleaning man or woman should be hired. Scrubbing should be done by man.
   6. Machines should be placed on side of room near windows and shaded drop lights hung over each machine.
   7. Caps to protect hair from machines should be provided.
   8. Sanitary drinking facilities should be provided, pure clean water and individual drinking cups.
   9. A washroom should be built equipped with a sufficient number of sanitary basins, hot and cold running water, individual towels and liquid soap.
   10. The toilet room should be built with a partition so that some privacy is allowed and so that doors do not open directly into workroom. The men's and women's toilets should be in separate parts of the building and not side by side.
   11. A place should be set aside and equipped for rest room and lunch room purposes.
   12. A dressing or cloak room should be provided with individual, full size, steel lockers for each employee.
   13. First aid equipment should be installed with a properly qualified person in charge.
   14. Modern employment policy should be adopted. Records kept of hirings, firings, demotions, promotions, wages, turnover, etc.

Miscellaneous

Norfolk, Va.

VIRGINIA SURVEY.

FROM: Helen Bryan

TO: Mary Anderson, Director, Women's Bureau.

SUBJECT: Norfolk Rag & Paper Mills Co.

A.address: 37 Nebraska St.

b.accessible: In center of business section.

DATE: Dec. 3, 1919.

1. Persons interviewed:

J. Kruger, owner & manager

2. Product: Rags for paper, cloth and rope.

3. Number of employees: Total, now 10, usually 15.
All colored women. None under 16.

4. Hours:
7 a.m. to 5 p.m. irregular. 1/2 hour for lunch, irregular.

5. Workroom conditions.

a. Description. One story annex back of building now used for Old Dominion Confectionery Co. (Wholesale) The part of building occupied by Norfolk Rag and Paper Mill Co was formerly used as a brewery. Is shed like structure. Women all work in one room sorting rags. This room has wooden walls inside and galvanized outside. Tin roof and wood inside. No second roof, just a few rafters. Workroom and office and storeroom approached through alley and small court used by Old Iron Co. to dump its old iron and junk. Passage to workroom through storage rooms piled high with old rags.

b. Cleaning. The workroom is supposed to be kept clean by all the workers but its appearance would lead one to believe that only enough cleaning or picking up was done to keep enough floor space clear - not clean- for work. It is doubtful whether the floor is ever scrubbed. One of the rag sorters cleans the toilets once a week.

c. Heating. The place is not heated at all. On the day of visit it was very cold and disagreeable and the employees were working with their coats on.

d. Lighting. Windows (4) on one side of workroom. Two ordinary size unshaded drop lights-would give insufficient light on dark days or late in afternoon.

e. Ventilation. Plenty of outside air comes in through the cracks.

It is draughty. The air was full of dust from the rags.

6. Occupations.

a. List all occupations.
Sorting rags 8 women, colored.
bagging rags 2 " "

b. Describe operations involving hazards or strain, unusual.
The strain of constant standing. The dust from the rags on nose, throat and eyes and the danger of disease from handling rags.

c & d. No seats.

7. Safety.

a. Fire escapes. No fire escapes needed as building is only one story. Great danger from fire as structure of building is largely wood, building stacked high with rags and passageways through piles of rags in store room to outside door.

b. Guarding machinery. No machinery used.

c. Uniforms. Not worn.

8. Sanitation.

a. Drinking facilities (kind and location). None provided. Hydrant in alley attached to Iron Co's building next door could be used. No cups in evidence.

b. Washroom. No washing facilities at all.

c. Toilet. No toilet in building. Toilet containing two seats is built in allyway adjoining iron works building and is used jointly with the office employees in the Iron Works building. About 5 girls to a seat.

9. Service and welfare facilities.

a. Lunchroom and restroom, location and description. No lunch room or restroom. Employees sit on rags to eat.

b. Cloakroom and locker facilities. No cloak room or locker facilities. Hang wraps on nails or piles of rags when not cold enough to need them.

c. First aid equipment. None of any kind.

10. Employment management.

a. & b. Who hires & fires? Mr. Kruger, owner.
Records, Labor turnover. Mr. Kruger has little 10¢ note book for pay roll. Only labor turnover record.

11. Recommendations.

1 - 2 - 3

4. Building should be recommended to Board of Health for condemnation and to fire department for same purpose.

5. Building of inside walls, etc. to protect from outside draughts.

6. Rags should not be allowed to accumulate so rapidly as to make keeping place clean practically impossible.

7. Floors should be scrubbed and swept by regular cleaning man, not by workers themselves.

8. The place should be properly and evenly ventilated, and not through the cracks in the building.

9. The dark room needs more window lighting and more high power, shaded drop lights.

10. Attention of Health Department should be called to the unsanitary conditions attending handling dirty rags and they should make recommendations with regard to this.

11. Adjustable seats with backs should be provided, one for each worker. Opportunity should be given for their continuous use or at regular rest periods.

12. The danger of fire and seriousness of conditions should be reported to proper authorities and steps taken to have such work done in fireproof building. Rags should not be stored in such quantities near where people are working.

13. Modern drinking facilities should be provided and individual drinking cups.

14. Modern, sanitary washroom should be provided with sufficient number of basins, hot and cold running water, individual towels and liquid soap.

15. A place where employees may rest and a sanitary and properly equipped place for eating lunch should be provided.

16. A cloakroom with an individual, full size steel locker should be provided for each employee

17. First aid equipment should be installed with a properly qualified person to administer it.

18. A regular employment policy should be established. Records of hirings, separations, promotions, demotions and labor turnover should be kept.

NOTES: Pay $5 and $6 and $7.50 a week for sorters. Highest pay for sorters $7.50 a week. Woman who cleans toilets gets 50 cents in addition to $7.50 for sorting.

Miscellaneous

Salem, Va.

VIRGINIA SURVEY.

TO: Miss Anderson
FROM: A. Peterson
SUBJECT: Investigation, Salem Glass
DATE: 1/13/20.

1. Person interviewed.
   Mr. J. P. Whitten, mgr.

2. Product:
   Glass bottles, milk and medicine bottles.

3. No. of employees.

Total 103	men 93	women 10
White 56	" 51	" 5
colored 47	" 42	" 5

   Under 16, none

   Day work

White men 35	Women 5
Colored " 19	" 5

   Night shift.

   White men 16
   colored " 23

4. Hours:
   Day:
   Begin 7.30 a.m. to 4.30 p.m. Sat. 4 p.m.
   Lunch period 30 minutes.
   Days 6 Total daily 8-1/2 hrs. Weekly 50-1/2 hrs.
   Night 4.30 p.m. to 1 a.m. Supper 30 minutes.
   Days 5 Total daily 8 Weekly 40 hrs.
   No overtime.

5. Workroom conditions.
   a. Describe. Office in separate building. Long brick building with furnace in one end. Oven in center, packing at back.
   b. Cleaning. Man sweeps every day.
   c. Heating. None except over and furnace.
   d. Lighting. Unshaded electric lights. Sufficient natural light for day work, through doors and windows.
   e. Ventilation. Doors always open.

6. Occupations.
   a. List all occupations.
   Day.

Women.		Men. - white	
packing (white)	5	blowers	15
carrying, colored	5	machine mold	10
		gas producers crew	3
		box shop	3
		mold shop	2

foreman	1
packing house	1
Colored.	
Laborers	4
packing	7
layers	5

Night shift.

White.	
blowers	15
foreman	1

b. Describe operations involving hawards or strain, unusual. Strain of carrying for colored women. No chairs for anyone, white women sit on boxes.

c. Sitting or standing. All stand at work.

d. Seats. .None.

7. Safety.
   a. Firescapes. None.
   b. Guarding machinery. No machinery to guard except careful about burns.
   c. Uniforms. None.
   d. Doors. --

8. Sanitation.
   a. Drinking facilities.
      Faucet or pass the pail with glass .
   b. Washroom. None. Cold water faucet. No soap nor towels.
   c. Toilets. None yet in factory. All ready but plumbing has not arrived. Two seats in toilet room built out from office.
      2 seats 6 using 3 per seat
      colored women ?

9. Service and welfare facilities.
   a. Lunchroom and restroom. None.
   b. Cloakroom and locker facilities. None.
   c. Health service. None. "Never need it."
   d.

10. Employment management.
   a. Who hires? Mgr. or foreman.
   b. "v fires? " " "
   c. " transfers? When needed or possible.
   d. Records. Payroll, hours kept.
   e. Labor turnover. Large. "Come, stay away, come back."
      35% turnover constantly.

11. Recommendations.

1 - 2 - 3.

4. That adjustable chairs with backs be provided and time allowed to sit down. 10 minutes each work period.
5. That sanitary drinking facilities be provided.
6. That working facilities include not water, soap and individual towels.
7. That lunch and rest room b provided.
8. That cloakroom, including individual metal lockers, be provided.
9. That first aid cabinet be provided.
10. That definite employment policy be adopted and employment records kept.

REMARKS: Women's wages, $1.75, $2.00, $2.50.
Men and boy's begin $2.00, $2.40.

Miscellaneous

Roanoke, Va.

VIRGINIA SURVEY.

TO: Miss Anderson
FROM: A. Peterson
SUBJECT: Investigation, Virginia Canning Factory, Accessible.

DATE: 1/14/20.

1. Person interviewed: Mr. G. E. Merrey, Supt.

2. Product: Cans.

3. No. of employees:
All white. Total men women (Busy season)
Dull season, Total 41 men 27 women 14
Children under 16, none.

4. Hours: Beginning 7 a.m. end. 5.30 p.m. Sat. 4.30.
Lunch 30 minutes
Days 6 Total daily 10 hrs. Weekly ~~54 1/2~~ 59 hrs.
No overtime now, but in busy season they work overtime. Reminded of 10 hr. law said they didn't do it any more.

5. Workroom conditions.
Description. Two 2-story brinck buildings. Trackage between with second floor inclosed passageway, connecting trackage also at back of building. Barny store house kind of building. Office in separate building.
First floor large machiners, women at back operating compound machines, feed and pack.
Second floor. No women now, busy season 32, machines putting in buttons.
Second floor new building storage only.
First floor, storage except small corner room partitioned off at back where foot press workers are.
Ceiling blistered and dirty, floor thick with oil and dirt.

b. Cleaning. No one special now, sweep when needed. Busy season man sweeps. Never been scrubbed.

c. Heating. None except two small rooms where women work, stove.

d. Lighting. Windows on 2 sides, fairly good natural light except in store rooms. Shaded electric lights installed.

e. Ventilation. Natural, windows and doors.

6. Occupations.
a. List all occupations.

Now - men		women	
operating machines	6	presses	3
adjusters	3	feeding compound machines & packing	8
slitter	1		
pressman	1		
foot press	1		
packers	2		

machine shop	4
box machines	4

Busy Season

operators	6	feeding buttons machine	32
adjusters	5	presses	9
slitters	3	compound machines	9
pressmen	1	packing	9
footpress	1		
packers	8		
machine shop	4		
box machines	12		

b. Describe operations involving hazards or strain. Strain of poor seating. Women packers sit very low. Operators on bench seats, poor arrangements.

c. Sitting or standing. All can sit.

d. Seats. Home made bench seats without backs. Packers have taken wooden box about 14 inches high nailed on board for back. Foot press workers sit on home made square stools without back.

7. Safety:

a. Firescape. None. Hose connection. Fire extinguishers.

b. Guarding machinery. Some, not certain about all. Door

c. Uniforms. None.

d. Doors. Doors slide.

8. Sanitation.

a. Drinking facilities (kind and location). Bubblers in workroom, not in use now, cold water faucet. Second floor women's toilet, 4 basins.

b. Washroom. Troughs with faucets over. 1. Liquid soap. 2. No towels.

c. Toilet. 1. Location and description, number of toilets. One on second floor, 2 seats in one room. 32 using 16 to a seat. First floor of old builgind. Small compartment, needed cleaning, partitioned off workroom.
1 seat (busy season) 18 women.
First floor new building closed,
Stated 2 seats 9 using 3 women now. Employees go to other building.

9. Service and welfare facilities. a. Lunchroom and restroom. (Location and description.) None.

b. Cloakroom and locker facilities. None except one toilet

room. Not large enough to accomodate all.

c. Health service. None. Supposed they ought to have it.

10. Employment management:
    a. Who hires? Superintendent
    b. Who fires? "
    c. " transfers? When needed or possible.
    d. Records. Payroll only.
    e. Labor turnover. Great, no records, however, seasonal employment.

11. Recommendations.
    1 - 2 - 3/
    4. That floors be scrubbed and walls whitewashed at least once a year, before beginning busy season.
    5. That toilets be scrubbed once a week.
    6. That adjustable chairs with backs be provided.
    7. That washing facilities include hot water and individual towels.
    8. That toilets be properly screened.
    9. That effort be made to provide employment the year around.
    10. That employment records be kept.

Miscellaneous

Norfolk, Va.

VIRGINIA SURVEY.

FROM: Helen Bryan
TO: Mary Anderson, Director, Women's Bureau
SUBJECT: Investigation, Eclipse Cleaning & Dyeing Co.
" a. Address, 1243 Church St
b. Accessible, About 10 minutes from center of city.

DATE: Dec. 3, 1919.

1. Person interviewed:
Mr. S. E. Teshler, mgr.
; employee, name not ascertained.

2. Cleaning & dyeing. Product.

3. Number of employees.

Women,	white	10	Colored	18
Men	"	3	"	8

4. Hours.
Begin 8 a.m. End. 5 p.m.
6 days a week
Lunch period 30 min.

5. Work-room conditions.

a. Description. Three story modern birck building, brick walls, concerte partitions and floors. Women work in two rooms on second floors and on third floor.

b. Cleaning: One special woman gives full time to sweeping. The manager said "the floor is never scrubbed," It did not look dirty, however.

c. Heating. The front work room on the second floor where white women work is heated by steam pipes. The back room where colored women work is not regularly heated. Is kept sufficiently heated - so the manager said - by the steam pressers. The third floor was not heated but did not seem uncomfortable on day of visit which was fairly cold.

d. Lighting. Windows on three sides of both rooms on second floor. Windows on four sides, third floor work room. Electric drop lights at regular intervals, shaded, 150 candle power. Lighting adequate.

e. Ventilation. Would be adequate if employees were required to keep windows down from top.

6. Occupations.
List all occupations.

Women - white
10 marking & sorting cloths

Women - colored
17 pressers or ironers
1 cleaning woman

Men - white
1 dyer
2 drivers

Men - colored
1 driver
1 dry cleaner
1 wet cleaner
1 general laborer
1 fire man
3 pressers (machine)

b. Describe operations involving hazards or strain, unusual.
Hazard from constant standing.

c. & d. No seats.

7. Safety.
a. Fire escape. None. One wide, light open wood stairway with wooden railing. One freight elevator, dangerous to use in case of fire.

b. Guarding machinery. No machinery for women to use.

c. Uniforms. Not worn.

d. Doors

8. Sanitation.
a. Drinking facilities (kind and location) Ice water on second floor kept filled with city water and ice. One spigot, common drinking cup.

b. Washroom. No washroom for colored women. Can wash hands at hydrant over sink at end of workroom. White girls on second floor use modern toilet and washroom on first floor. Soap and towels provided for white employees. None furnished colored girls.

c. Toilet. Toilets for colored employees, one on both 2nd & 3rd floors, partitioned off from main work room by concrete walls to ceiling, Modern seats and plumbing, clean. About 18 women to a seat.

9. Service and welfare facilities.
a. Lunchroom and restroom. None. Most of the employees live in neighborhood and go home for lunch.

b. Cloakroom and locker facilities. No cloak or locker facilities. Wraps hang about workrooms on hooks in walls.

c. c. Health records. No health service, first aid or records.

10. Employment management.

a. Who hires? A white woman employed in the sorting room has charge of employing.all the women both colored and white. She does the regular work of a sorter and also acts as forelady over women employed. She has authority to fire. No transfers are made as there is but one kind of work for white women employees and one for colored. No labor turnover records are kept except by payroll sheet.

11. Recommendations.
1 - 2 - 3.

4. Regular time for scrubbing and special person to do this.

5. Visit to be made later in cold weather to determine whether work rooms are sufficiently heated without general heating system.

6. Regulations requiring windows to be lowered sufficiently sat top to allow adequate ventilation.

7. Each employee should be provided with a seat with a back. It is perhaps not possible for any of the women employees here to sit while doing their work but they should be allowed rest periods at regular intervals and use of chairs then.

8. Sanitary drinking facilities should be provided, pure, clean water with individual cups.

9. A washroom for colored women employees should be provided and equipped with a sufficient number of sanitary basins, hot and cold running water, liquid soap and individual towels.

10. A lunch and restroom should be provided if a sufficient number of employees stay at the place for lunch to warrant it. Certainly a small space, containing a window, should be partitioned off, large enough to contain a sanitary cot. So that in case of emergency it may be ready for use.

11. A cloak room should be provided separate from workroom, with individual full size, steel lockers for each employee.

12. A regular employment policy should be adopted. All help should be employed at a central office. Hiring and firing should not be left to a forelady who may have prejudices.

Miscellaneous

Richmond, Va. 1

VIRGINIA SURVEY.

From: Mary Schaill.

Ethel L. Best.

To: Miss Mary Anderson, Director, Womens' Bureau.

Subject: Investigation:- Richmond Cedar Co.

a. Outskirts of City.

b. Twenty minutes on trolley.

Date: Nov. 12, 1919.

1. Persons interviewed.

Mr. Sweeney, General foreman.

2. Product:

Washing machines, ice-cream freezers, tubs, buckets, churns, wood for pencils, trays.

3. Number of Employees.

Total	761	men	719	women	26	under 16-	boys	16
White	561	"	539	"	8	"	"	14
Col.	200	"	180	"	18	"	"	2

4. Hours.

Beginning 7:00 A.M. Ending 5:30 P.M.

Sat. " 7:00 A.M. " 2:30 P. M.

Lunch period 12:00 - 12:30. Supper period.- None

Number of days 6.- Number hours daily 10

" " weekly 57

Overtime.- Occasionally, though men only.

5. Work-room conditions.

a. Description.

The plant consists of numerous buildings, some one story high, some two and three stories and the

largest six stories in heighth. They are all in the "yard" enclosed by a high slat fence and covering 12 acres of ground (the largest plant of the kind in the world). The buildings are of brick and show hard usage and poor care. The saw rooms were crowded and the noise deafening. When a building was more than one story the stairs always dirty and narrow, were sometimes inside the building, sometimes outside. A pile of sticks about the size of kindling were heaped 20 ft. high near the entrance gate. The piles of debris and sawdust in the rooms where saws operated, were several feet deep around each machine. Mr. Sweeney said if we had only let him know we were coming he would have had things cleaned up-(they had one man on each floor for sweeping) or if we had come at 7 A. M. things would have looked better. In between the buildings were roads, muddy on day of visit, car tracks with small freight cars pulled by mules also many mule carts.

b. Cleaning.

Very little attempt was apparent to keep the work-rooms swept. Here and there a little sweeping was going on but in many operations especially in the tub and ice-cream freezer departments a shovel would have been of more use than a broom. When the debris became so high as to interfere with the work the operator would take a broom push the waste material away from his machine into the aisle and go on with his work. The windows were so encrusted with sawdust and dirt that they let in but little light , dust was several inches deep in corners of the stairs.

c. Heating.

Steam pipes running, usually around the walls , in the clothes-pin room they ran across the windows, in the saw room overhead, and in the paint room overhead.

d. Lighting.

Windows were on two and often three sides of the womens' work room but were so dirty as to admit but little light. Electric lights hanging from ceiling over the machines in rooms where there were machines. The air in the tub and freezer making rooms was thick and the light from the electric bulbs did not penetrate far. Lights were not shaded except occasionally by a home-made paper shade.

e. Ventilation.

No artificial ventilation, windows were open in some rooms and closed in others. In the room where the saw-

ing went on the sawdust was so thick as to cover your clothes in passing through. The menworking there were as white as millers and everything, walls, windows, pillars and machines were covered with flakes and fine sawdust. The work room where the painting was done was large with high ceilings as it was also used as a storeroom. Here the air was cool and not dusty but around the paint tables and varnish pots the air was heavy with the odor of turpentine.

6. Occupations.

a. List all occupations.

186 machine operators on saw machines (men, white)

7 inspectors (women, white)

8 machine operators clothes-pins (womencolored)

10 packers (women colored)

6 packers (boys colored)

30 carpenters (men, white)

3 assistants (men colored)

2 electric welders (men white)

2 bending handle ends (menwhite) machine

1 curving " " " " machine

12 making hoops " " machine

3 grinders (men white)

8 men at forge (men white)

1 pipe shop man(white man)

89 machinists (white men)

1 printer (man white)

1 mechanical engineer (man white)

10 machine helpers (men colored)

15 assemblers (men white)

2 men varnishing (men white)

38 men painting (men white)

7 assistants (boys white)

15 men shipping (men white)

1 printer's assistant (women white)

302 labor (men colored)

b. Describe operations involving hazards or strain.

The saws that cut the wood for the staves in the pails and tubs are not guarded, one operator's hand showed several fingers cut at the end. These saws are shaped like a water main or cylinder and revolves,- the short (2 ft.) log is pressed against the saw and curved staves half and inch thick are cut,- when the log grows then there is danger of cutting the fingers. Most of the accidents occur on these saws and on the circular saws,- men lose fingers and even hands.

The sawdust is blown away from the machine and covers the operator,- it is very difficult to understand how these operators can work without either face masks or glasses for the eyes. The dust in the clothes-pin room (colored women) is very thick but not so bad as in the saw room.

The assistant and the printer (she does his typing) is on the third floor of a building with two men and no other woman in the building or within call.

c. Sitting or standing.

The girls inspecting are seated.

The girls (colored) at pinning machines are seated.

The girls (colored) packing stand.

d. Seats.

Kitchen chairs with backs for inspectors. Stools without backs for machine operators.

7. Safety.

a. Firescapes.

Fire-escapes, automatic sprinklers and buckets filled with water,- all of these but the fire-escapes in all buildings, and fire escapes only in main sixth story building,- this building also has sliding fire proof doors.

b. Guarding machinery.

If possible the saws should be better guarded.

c. Uniform.

None.

8. Sanitation.

a. Drinking facilities.

Barrels filled with spring water drawn from faucet in yard,- tin mug or can on top of barrel,- these barrels were in each work room.

b. Washroom.

Washing trough with three cold water faucets in cloak room on second floor,- inspectors work on first floor,- extra faucet in corner basin in work room.

Soap,and one dirty towel for(colored girls.)

Two faucets at entrance of cloak room, basin not kept clean.

No soap, and no towels (white girls).

c. Toilet.

Toilets (for white girls) off cloak room,- no window ventilation over partition into cloak room - electric light too high to reach, toilets dark and so far as could be seen not well kept, newspapers scattered over floor,- no toilet paper.

2 seats.

3½ girls to a seat.

Toilets (for colored girls) by entrance to cloak room, outside window,- disinfectant needed, newspapers, clothes and shoes lying around on floor ,- no toilet paper.

2 seats.

9 girls to a seat.

9. Service and Welfare facilities.

a. Lunchroom and restroom.

None.

b. Cloak room and locker facilities.

Cloak room on second floor of building in which inspectors (white) work. It has outside windows,- hooks around walls for wraps and a shelf for hats, a few

benches,- swept with rest of factory,- did not know how often,- judging from looks very seldom.

No lockers.

c. Health service.

1. First aid equipment.

Cabinet in office containing cotton, gauze, amonia, peroxide, iodine, arnica.

2. Person in charge.

Bookkeeper and office boy.

3. Health records.

Records kept "for insurance" of all accidents "many accidents" boy said.

10. Employment Management.

a. Who hires.

Foremen or occasionally Mr. Sweeney.

b. Who fires.

Foremen.

c. Who transfers.

No one.

d. Records.

None.

e. Labor turnover.

Payroll.

11. Recommendations.

1.- 2.- 3.

4. That the buildings be more thoroughly and constantly cleaned and kept cleaned of debris.
That more men be employed to clean.

5. That inside of buildings be either white-washed or painted and that the windows be washed.

6. That a better system of exhaust pipes and fans be provided on saws and clothes-pin machines.

7. That saws be better guarded.

8. A matron should have charge of both cloak rooms and toilets.

9. Girls should either bring their own glasses or firm should supply proper ones.

10. Liquid soap and individual towels should be provided.

11. Window should be cut in wall for toilet of white girls.

12. A hospital room, equipment and nurse should be provided.

Miscellaneous

Norfolk, Va.

10

VIRGINIA SURVEY

From Helen Bryan
To Mary Anderson, Director, Women's Bureau,
Subject: Investigation -- Farmers Manufacturing Co.
a. Address: Landing and Calvert Sts., Norfolk
b. Location: Twenty minutes walk from center of business section.
c. Accessible: Not very accessible.

Date: December 13, 1919.

Persons interviewed: R. E. Arnold, Foreman.
J. W. Halstead, Manager.
J. W. Mears, Accountant.

2. Product: Barrels and baskets.

3. Number of employees: Total 306. Men 195. Women 81. Under 16 30.
White " 15
Colored " 180 " 81 Boys 21 Girls 9

4. Hours: Beginning 6:30 a.m. to 5 p.m. ½ hour for lunch.
Saturday " 6:30 a.m. to 11:30 Boys and girls 6:30 a.m. to 2

5. Work-room conditions:
a. Description: Actual manufacturing work done in building called the "mill", a two-story brick building. Two large work-rooms occupy all of first and second floors. Very crowded and very dirty with much waste and scraps of wood and baskets around. Building not suited to factory purposes.
b. Cleaning: One woman sweeps around machines and is supposed to keep toilets clean. Men acting as general helpers clean up sometimes elsewhere. Floors dirty. Toilet very dirty.
c. Heating: None.
d. Lighting: Building dark, windows on two sides of work rooms dirty. A few unshaded drop lights.
e. Ventilation: Plenty through open doors and cracks of poorly built building.

6. Occupations
a. List all occupations:
For women (1) "Pulling back" sheets of thin board for use in making barrels (really sorting).
(2) Sorting staves to be used in making baskets.
(3) Feeding veneer sheets to be used for baskets and barrels into chopping machine for shape and side.
(4) Operating stapling machines.

6. Occupations (cont'd.)
   b. Hazards: Constant standing by practically all employees. Danger of getting hand caught in stapling machines and from getting staples in hands.
   c. Sitting or standing: (See above)
   d. Seats: A few seats without backs are provided for operators on stapling machines but they are not the right height and few employees use them.

7. Safety
   a. Firescapes: None
   b. Guarding machinery: Stapling machines have no guards.
   c. Uniform: No uniforms.
   d. Doors:

8. Sanitation
   a. Drinking facilities (kind and location): Did not see any.
   b. Washroom: Did not see any.
   c. Toilet
      1. Location and description, number of toilets: Toilet built by adding little coup to outside of building on second floor and making door through wall. Coop made of galvanized tin sheeting. Has cracks in it. Contains one seat (no room for more). Drain pipe runs down to ground. No flush. Dirty and insanitary. One seat for 90 employees. Used by women on both floors.
      2. Number girls per toilet (seat): one seat -- 90 women

9. Service and welfare facilities
   a. Lunchroom and restroom (location and description): No lunch or rest room.
   b. Cloak room and locker facilities: No cloak or locker facilities. Hang hats and wraps any place around room.
   c. Health service
      1. First aid equipment: No first aid equipment. Manager keeps a few remedies.
      2. Person in charge: Manager.
      3. Health records: No health records.

10. Employment management:
   a. Who hires? Mr. Halstead, manager.
   b. Who fires? " " "
   c. Who transfers? No transfer system.
   d. Records:
   e. Labor turnover: No labor turnover record except payroll sheet.

11. Recommendations:
   1 - 2 - 2
   4. Building should be reported to Board of Health for condemnation for manufacturing on such large scale. Not large enough to accomodate so many people or so much work decently. Not built well for the use it is put to.
   5. Adequate and regular cleaning force.
   6. General heating system.
   7. More adequate general lighting system.

11. Recommendations (cont'd.)

8. Walls, etc. repaired so building will not be so draughty.
9. Firescapes to second floor as material very inflammable and many employees on second floor.
10. Guards on stapling machines so hands won't get caught.
11. Sanitary drinking facilities, individual cups.
12. Sanitary washing facilities, one basin for every 20 employees, hot and cold running water, liquid soap, individual towels.
13. Adequate, sanitary toilets, one seat for every 20 employees, toilet paper. Room screened and not opening directly into work-room.
14. Lunch, rest, locker room facilities.
15. First aid equipment, health records.
16. Definite employment policy. Record of hirings, separations, transfers, demotions, promotions, wages, labor turnover, etc.

— Georgia (State) —

Department Stores

16 Schedules

U. S. Department of Labor
WOMEN'S BUREAU
Washington

(3)

(94)

FACTORY SCHEDULE

Augusta,

1. Name of ~~factory~~ store J. B. White Co. : Address 732 Broad St.,

2. Product : Person interviewed Mr. Gracie, Mgr.

3. Number employed

				Total
Men	75 (27 col.)	Boys	0	75
Women	94 (6 col.)	Girls	0	94
Total	169		169	169

4. Hours

Daily Begin 9 End 6 Lunch period 1 hr. Rest period 8 Total 48

Saturday 9 8 1 hr. 1 hr. each 9 9

Shifts ---- ----- ----- ----- -------

Regular weekly number of days 6 Total weekly hours 49

Shifts weekly number of periods ------ Total shifts weekly hours ------

5. Overtime Before Christmas, 1 hr. to 4 hr. 3 or 4 days.

6. Seasonal Christmas Holiday, some addition to force June 15 to Sept. 15, one half holiday a week, usually Thursday.

7. Wages

Pay period 1 week Initial rate Not regular.

Fines None

Bonus 1% on total sales paid once a year to some saleswomen part of time according to judgment of manager. Premium paid at time on sale of stock not selling well.

Overtime pay No.

Vacation - with pay Office, 2 weeks. without pay Sales-sometimes asked to take one if business is slack; otherwise may if choose.

8. Labor turnover No record.

Date Feb. 24, 1921. Agent E. Benham, M. Robinson

9. a. Store in 5-story building in middle of block in down-town section of city. No women work on 5th floor except maids who clean. Ceiling high. Aisles sufficiently wide. No crowding.

b. Porters sweep every day during hours. Maids dust. Store scrubbed at intervals. Store clean and orderly.

c. Steam radiators scattered at intervals throughout store - apparently adequate.

d. Ventilation by windows adequate. Large electric fans attached to ceiling throughout store for use in warm weather.

10. a. Salesgirls stand at work, but can sit when at leisure. Stock clerk probably stands and walks about. Maids stand and walk about. Elevator operator stands. Girls in hair goods dept. stand and sit. Wrappers and cashiers probably sit. Alteration girls sit. Behind the counters are some stools without backs and some flap seats, but girls can lean back against counters, etc. In other departments chairs of varied description are scattered about for use when girls are at leisure. Ordinary chairs in alteration room.

b. None.

11. a. Wooden stairway with wooden hand-rail. Entrance door opens in. Two fire escapes one at either end of building. Exits through ordinary windows. In one place a radiator was placed in front of window, not obstructing exit but making it a little more difficult for use as exit. Directions of what to do in case of fire posted on first floor. Automatic sprinkler overhead. Fire extinguishers scattered about.

12. a. Two bubblers on first floor, but not of sanitary variety. One faucet over sink. Water coolers on other floors. No individual drinking cups supplied.

b. In toilet room on 3rd floor a stationary wash-stand in toilet-room with two cold water faucets. Liquid soap and cake soap. Paper towels. In hospital room on 4th floor one stationary wash-stand with one cold water faucet. Paper towels. Cake of soap. For colored women in toilet on 5th floor one wash-stand with one cold water faucet. Cake soap, no towels. Cleaning of wash-rooms by colored maids during work hours.

(con.) c. A toilet room on 3rd floor, containing 3 seats partitioned off with 8 foot partitions, doors, one seat partitioned off in hospital room on 4th floor. Outside windows in both rooms. Doors not marked, but no need, as they are in a room inconspicuously located. Toilet paper. Toilets clean.

2. 4 seats.
3. About 90 girls making 23½ girls to a seat;(colored) 4 to one seat. Colored girls have a toilet on 5th floor. One seat in toilet room, is not partitioned off. Outside door marked "colored women only." Entrance inconcpicuous from a passageway. Outside window. No toilet paper. Room rather disorderly, littered up with cleaning apparatus, etc. 4 colored women to one seat. Cleaning of all toilets done by colored maids during hours.

13. a. Small lunch room on 4th floor, partitioned off of work room for white women. Room not attractive. It has outside window, two long tables covered with white oil-cloth, placed against the walls, and about 15 chairs. Girls can bring their own lunches and eat them here, or buy a substantial lunch for $.25, or soup coffee, etc., at nominal prices. They are served at a window opening from kitchen. Colored girls go out and eat in corner of room on 5th floor.

b. cf d (2)

c. Full-sized lockers for girls on 4th floor in work-room. A cloak room with full-sized lockers, some of wire screening, some wooden on 2nd floor. Separated from work-room by 8 foot wooden partition and ventilated from work-room adequately.

d. Few remedies in hospital-room.

1. No particular person.
2. Small room with bed, toilet, wash-stand, outside window. Used very little.
3. No one.
4. No.
5. None.

14.

a.	Manager:	a.	Treasurer:
b.	" :For sales force.	b.	" :For office
c.	" :	c.	" :force.

d. cf blank attached to original.

e. Classes held for inexperienced workers for a short time each day until they seem able to write out the checks and handle stock satisfactorily. Before busy seasons the experienced employees attend classes to brush up on making out sales slips. etc. Classes conducted by one man in store, Mr. Brinson (position not designated)

U. S. Department of Labor
WOMEN'S BUREAU
Washington

(94)

FACTORY SCHEDULE (Georgia)
Columbus.

1. Name of factory J. A. Kirven & Co. Address West Broad

2. Product Dept. Store. Person interviewed Mr. Laney, Sec. Treas.

3. Number employed

				Total
Men	4 col. 11 wh.	Boys	--	15
Women	5 col. 76 wh.	Girls	--	81
Total	96			96

4. Hours

	Begin	End	Lunch period	Rest period	Total
Daily	8:30	6	1 hr.		8½
Saturday	8:30	9	1 hr. supper 1 hr. lunch		10½
Shifts					

Regular weekly number of days 6 Total weekly hours 53

Shifts weekly number of periods Total shifts weekly hours

5. Overtime None except a few nights week before Christmas. Girls do not work every night, about half stay one night and half the next night.

6. Seasonal Not seasonal.

7. Wages

Pay period 1 week. Initial rate $10 per wk.

Fines None.

Bonus 5% of the total wage of the year is given at the end of each year as a reward of good salesmanship and as an encouragement of steady attendance.

Bonus is optional with the firm. Is not part of the contract of employment.

Overtime pay None.

Vacation - with pay 1 wk. with pay. without pay

If worker has been with firm for one year previous to vacation time she receives a week vacation with pay in advance.

8. Labor turnover No figures.

April 4, 1921. Mary H. Turner

Date Agent

9. (a) The store was located in the middle of a business block on the main street of the city. It was a two story brick building with a basement under part of the store. The second floor ex tended from the street in front to the street in the rear, an entire block in length. The first floor did not extend through to the second street.

On the first floor were the dry goods, the notions and the shoe department. On the second floor were the ready to wear, the millinery, toys and drapery departments.

The store occupied the entire section of the building with the exception of the first floor in the annex which faced on the back street and was occupied by a garage.

The ceilings were sufficiently high. The store was well arranged in every respect. The sales rooms were light, airy, and cheerful. There was no crowding in any way.

(b) There is a maid in each department who looks after the cleaning of her section of the store. Removes trash and wrappings. They sweep each day, early in the morning and whenever it is needed in addition.

The store was immaculately clean, both sales and work rooms.

(c) The store was heated by steam with the exception of the annex on the second floor which was heated by a large heating stove. The steam radiators were at sufficiently close intervals about the store. Under the windows and at ends of the counters near the door ways. The heating would be adequate.

(d) The store was ventilated by means of windows over the stock shelves on the first floor and by means of large full length windows on the second floor. Windows were in all work rooms. Most windows open on day of visit. They open at both top and bottom. In addition there were sky lights in the ceilings of the second floor. There were about half a dozen of these in different parts of the store where natural light would be needed.

There were electric fans at different places about the store, in work rooms and fitting rooms and in different parts of the sales rooms.

10. (a) No occupations involved excessive sitting as the women in the alteration rooms would not be confined to the sewing all day as their work included fitting also.

Most of the occupations involved standing but the company was very lenient with the girls, allowing them to go out on the street during working hours andnget lunch or take a little fresh air, during times that they were not busy so their work would not be tiring.

Seats.

(b) No uniforms were provided or worn.

11. (a) In the center of the building was a stair of two flights leading to the second floor. The steps were of wood with wooden rail. There was also a wooden s tairway about the center of the store leading to the basement. Wooden hand rail. A stair also lead from the second floor annex directly down to the street at the rear of the store, wooden stair with wooden rail. Doors. N.R
No fire escape, two story building. Exit in front on street and in rear onto back street. Fire extinguishers at intervals about store. Material inflammable.

12. (a) A bubbler was located on each floor, in a convenient place.

(b) 1. On the second floor in the toilet enclosure was a white porcelain wash basin. Two faucets.
2. Cleaned by the maid in charge each day. Very clean on day of visit.
3. No hot water
4. Soap furnished
5. Paper towels in a container were furnished; also a long towel was put up twice daily.

13. (c) Toilets were located on the second floor in a regular toilet room in connection with a suite of three rooms, the rest room and the lunch room. Three toilet compartments screened by 8 ft. partitions with doors. A window opening outside in the toilet room.

One door to toilet room opened out of the rest room, the doors from salesroom was designated. Toilet room had a white tile floor. Cleaned each day and oftener if needed by the maid in charge. Very clean on day of visit. Toilet paper furnished.
The public uses this toilet room as well as the workers.
2. Three toilets.
3. 25 1/3 girls to toilet seat.

13. (a) A lunch room is provided on the second floor in connection with the rest and toilet room. This is for the girls only. Room is furnished with a table and chairs. Room has an out side window. Girls eat lunch here or they are allowed to eat in the work rooms of the department they work in, as the millinery girls in the millinery work room and the fitters in the alteraion room.

(b) A rest room is located between the lunch and toilet rooms on the second floor. It is furnished with a couch, easy chairs, a dressing table, a writing desk and is very pretty and cheerful. Two large windows give light and air and the floor is covered with a rug. Public uses this as well as girls, but they say thepublic does not make much use of it.

(c) Wraps are hung in cupboards for stock on the second floor. No especial place for wraps. Some hang them in fitting rooms.

(d) No first aidequipment.
1.----
2.No hospitalroom.
3.----
4.----
5.No health records are kept.

14. (a) The managers of the different departments hire.
(b) The different dept. managers after consulation with pres.ass'ts.fire. assistant
(c) Tranfers are made by different dept. managers after consultation.
(d) No employment records are kept.
(e) No especial training is in force.
(f) Several women supervisors of departments.

Georgia (State)

Textile

3/3 Schedules

X

27

U. S. Department of Labor
WOMEN'S BUREAU
Washington

FACTORY SCHEDULE

(94)

Rome

1. Name of factory Massachusetts Cotton Mills. Address Lindale, Ga.

2. Product Cotton Cloth* Person interviewed Mr. W.A.Marshall, Supt.

3. Number employed

				Total
Men	875 plus 75 col.	Boys	31	981
Women	505	Girls	43	548
Total	1455		74	1529

4. Hours

	Begin	End	Lunch period	Rest period	Total
Daily	7	6	1 hr.		10
Children same hours on Sat. Saturday	7	12			5
~~Sat.~~ Children	7	4	1 hr.		8

Regular weekly number of days 6 Total weekly hours 55

Shifts weekly number of periods 6 Children Total shifts weekly hours Children (45)

5. Overtime None.

6. Seasonal No.

7. Wages

Pay period Weekly. Initial rate None now.

Fines Warpers and spoolers for bad work. Doesn't amount to much. The manager said that it really meant less pay for bad work.

Bonus No. It was noted in pay-roll, however, that ~~[illegible]~~ a few warpers received a weekly bonus for good work.

Overtime pay - - -

Vacation - with pay No. without pay Sometimes close mill for week in summer. Otherwise permitted to take week.

8. Labor turnover No figures.

Date Mar. 30, 1921. Agent M.Robinson;N. Bebham.

*Sheeting,shirting,drills, duck,denim,canton flannel,and ~~arnabury~~ (Osnaburg. a low grade of cloth.)

At present mill is running a 52 hour week; 4 days from 8 to 5.

9. (a) Four brick buildings, two three-story, 2 two-stories high. In center of mill village. Street car service for those employees not living in village. Plant occupies all of these buildings. Ceilings high enough, aisles wide enough, except in weave rooms. Seemed too narrow here. Some aisles in card room (drawing frames) partly blocked with cans leaving not more than 1½ ft. space to pass through.

(b) Regular cleaners working all the time, sweep every day, scrub once a week. Suction for cleaning machine in card room, compressed air to blow off lint in other rooms. Place clean except for day's litter.

(c) Steam heat in dye house and cloth room. Hot air in other buildings. Registers high in wall.

(d) Windows usually on three sides. Exceptions: Card room No. 3 windows on two sides; weave room No. 2, third floor, windows two sides. Large windows, glass mostly frosted but occasionally clear. Some white cloth curtains seemed all that was necessary to avoid glare. Drawers-in worked with backs to windows. Lights burning in weave rooms cloudy day, not in any other rooms. Lights usually shaded, shades green inside white out, some feet above workers heads Some bulbs frosted, some clear. Unshaded lights in card rooms nos. 1, 2, and 3. Also in warping room, second floor of dye house. Warping 3 and fl. no. 2, these had clear glass bulbs, unshaded lights for drawing in on adjustable cord.

(e) Ventilators on roofs of all buildings at frequent intervals, affecting spinning rooms, warping room, and cloth room. Humidifiers of usual type except in one weave room (No. 2) and wraping rooms of dye house. These two rooms had the type about 5 ft. above workers heads with spray of steam coming from pipes at frequent intervals. Humidity in weave rooms seems excessive. Much steam condensed on windows. Humidifiers not automatic. Lint seemed excessive in No.2 spinning room where low grade of cotton was being used. Observed a few workers fanning lint off machines.

10. (a) Drawing involved stretching over the cans containing the sliver. Seemed considerable strain. Speeding might be stretching in tieing threads, 4 ranks of bobbisn. Also stretching to get bobbins placed on top of frame and above workers' head. Hazard of swiftly revolving ⌒ shaped frames on speeders. These might be running on one side of aisle while workers were attending to frames on opposite side of aisle. Possible eye strain for drawing-in process. Vibration and noise in weaving room a strain for nerves.

(b) All stand except drawing-in. Some time to sit with other occupations. Drawer-in straight backed cane seated chairs. Iron stools scattered irregularly around plant. Saw none in some rooms but were told that every girl who wished a seat could have it. Some girls were sitting on boxes, overturned can, etc. No foot rests.

(c) Some wore caps and aprons. Not furnished.

11. (a) Freight elevators at each end of two three-story building. These were unenclosed. As elevator left a floor, trap doors automaticlly closed above it but there was no protection on floor below from descending elevator except on one floor there was a straight iron rail in front of one elevator. These were not where people would necessarily go much, but near sink and fountain.

11. (a) Unenclosed side belts in many places. In weave rooms these belts were slightly oblique forming a sort of arch over aisles that must be used. In spinning rooms belts were on alternate aisles so two aisles had belts on both sides nearly vertical, and three aisles had no belts. A few unenclosed overhead belts. Push carts, runn swiftly and often carelessly. Lint in one spinning room where low grade yarsn was used seemed excessive.

(b) No firescapes. One three-story building had three wooden stairways with wooden hand rail in fire wells with fire doors. One near center, one at each end. Other three-story building one such stairway at each end. Cloth house one such stairway. Can't tell about dye house. Doors open out. Automatic sprinklers, fire hose, fire buckets.

12. (a) Bubbling fountains, insanitary type, available in all work rooms, ice coils.

(b) 1. Rough iron sinks in all work rooms, two faucets. 3. One weave room had third faucet with hot water. No other place had hot water. In two toilets there were white wash bowls, one in cloth room, one in dye house workroom. 2. Clean. Cleaned by colored man who cleaned toilets. ~~Interval uncertain.~~ Regular interval O.K. 4. No soap. 5. No towels.

(c) 1. All but two toilets have same description. Completely enclosed but with no door in entrance. 8-foot iron screen inside toilet in front of entrance. Partitions between toilet seats but no doors. Window. Cement floors with drain in center. Designated. Two toilets one in dye house workroom one in cloth room. Completely enclosed with door at entrance. Toilet seats not screened in any way. Window. No designation. Wood floor. Toilets cleaned by colored man at any time, during day. Puts up sign "Keep out" while at work. Usually scrubs daily. Two toilets not inspected.* All toilets showed signs of frequent cleaning. Some in good order, some messy with paper and other litter such as cotton, yarn, etc. Several used as dressing rooms. A few floors were wet, due perhaps to imperfect slope in floor and in one case to a toilet that overflowed slightly when flushed. Toilet in cloth room. Floor dusty, tracked in dirt. Needed scrubbing. 2. Location and No. of seats:

Mill No. 1.	Card room - one toilet - 5 seats.	
	Weave room - two toilets - 4 seats and 5 seats.	
	Spin room - two toilets - 5 seats and 4 seats.	
Mill No. 2.	Card room - one toilet - 3 seats	
	Weave room, 2nd floor - one toilet - 3 seats.	
	" " 3rd floor - one toilet - 4 seats.	
	Spin room	one toilet - 3 seats
	Warp room	one toilet - 2 seats.
	Cloth room.	one toilet - 2 seats.
Mill No. 3.	Card room -one toilet - 5 seats.	
	Weave room - two toilets - 5 seats and 3 seats.	
	Spin room - two toilets - 5 seats and 3 seats.	

Total - 63 seats.

3. Eight women to one seat.

* Were being cleaned at time of visit

13. (a) (b) None.

(c) Haphazard. Wraps hung on nails on walls of work rooms, some laid on machines, some left in toilets, a few in some shallow wooden lockers scattered in work rooms. Not enough lockers.

(d) First aid Dept. Has three rooms, white tiled floors, white walls, receiving room, bath room, and operating. Well equipped with supplies, sterilizers, stretcher, etc. Full time nurse. Doctor in room one hour a day, and practices in village. Keeps complete records of all surgical cases, accident etc. but not of casual medical cases. Treat some mild chronic cases.

14. (a) (B) Overseers or Superintendent.

(c) Overseers arrange among themselves. Supt. settles disputes about transfers.

(d) None.

(e) Section hand or foreman.

(f) No forewoman.

Whole village owned by mill company. Have baseball field, school with 19 teachers. Are building new auditorium. Day nursery and nurses home, and Boarding house for men and women, about 25 of each.

Massachusetts Mills in Georgia.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

28

(94)

FACTORY SCHEDULE

1. Name of factory Columbus Mfg. Co. Address Columbus.

2. Product Sheetings. Person interviewed Pres. Gordon Supt. Hines.

3. Number employed

480+15 C = 160+15 = 122+3 = 327+30 =

	Day	Night	Colored			Total
Men	495	175	30	Boys	0	670
Women	330	125	6	Girls	0	455
Total	825	300	36		0	1125

4. Hours

Daily Begin 7 End 5:30 Lunch period 30 Rest period -- Total 10
Weavers 7 6 0 -- ~~11~~

Saturday 7 12. - -- 5

Weavers 7 ~~8~~ ~~5.50~~ 12.30 ~~50~~ -- ~~11~~ 5½

night Shifts 6 p.m. 5.30 a.m. 30 11

Regular weekly number of days 6 Total weekly hours 55 (weavers 60½)

Shifts weekly number of periods 5 Total shifts weekly hours 55 (paid for 60

5. Overtime Drawers in frequently work 60½ hours.

6. Seasonal Spring is apt to be slightly heavier.

7. Wages

Pay period 1 week. Initial rate 12, 12½, 15 an hour.

Fines Weavers are allowed a certain percentage of seconds after which they are fined for bad cloth.

Bonus 50% in Jan. 1920, 60% in Feb. to Nov. inclusive, 30% in Dec. 1920. - Feb 1921

Overtime pay Same rate.

Vacation - with pay No. without pay No vacation.

8. Labor turnover No estimate.

Date April 4, 1921. Agent MR. L.

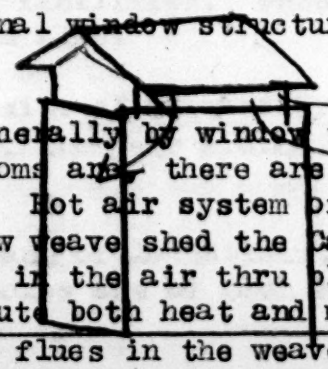
9. (a) Mill village in immediate proximity, but consists of only 111 stucco houses, 15% of force housed, probably occupied chiefly by supervisory force. This is a mill section of the city however and all live nearby. Lunches were brought by many workers or else children brought them over at noon. Almost no one uses car line.

Entire building is occupied. All ceilings are high. Aisles are narrow in the 5 weave and 2 spinning rooms but in new weave shed there is more r room. Arrangement of spooling and warping department was particularly interesting. It had a wide middle aisle between two rows of warpers - about a dozen or 15 beams on each side of the aisle fed from as many creels, and beyond the creels, on each outside portion of the room, were the spooling machines. Have not observed this arrangement elsewhere, and it was a particularly pretty sight.

(b) Cleaning is done by two forces, day and night, 1 on each floor andlin the cloth room and 1 in the new weave shed, or 6 day and 6 night. These are all men. 3 women day workers (colored) take care of the 10 toilets. Condition is such as is usually found. Workers spit on the floor although ~~a~~ spit boxes are provided - spinning room floors are very oily. The vacuum, card stripping system is used so that floors and atmosphere are fairly free of lint. Picker room has basement dust pit and tower.

(c) Heating is entirely by hot air. From 4 to 8 registers are in the upper wall of each room, through which hot air is driven by a number of 40" fans. Desired temperature 80 degrees.

(d) Entire plant has clear glass windows but all sunny sides are well protected by long draperies of the "sheeting" made by the mill. The new weave shed, on the west side, has in addition to the draperies, venetian blinds - to protect the machinery from the direct rays of the sun. Ceilings are beamed, white, clean everywhere except in the carding and spinning rooms. Should be painted every three years. Walls are brick and white except for dark red wainscoting. Overhead lights have green pan-shaped deflectors in good condition thruout the plant with ground-tipped bulbs. Most of the windows have transoms or sectional openings. A few were open. The weave shed has the factory windows and since the area is considerable there is a "saw tooth" roof - the vertical sides of the "teeth" being entirely of sectional ~~window~~ structure for light and ventilation both.



Carrier System (Ventilation tower or flue)

air currents

(e) Ventilation effected generally by window transoms but on top (4th) floor, where 2 spinning rooms and there are ventilating pipes in the roof, in clean condition. Hot air system of heating keeps air in circulation in all rooms. In new weave shed the Carrier system is used consisting of powerful fans draw in the air thru blind slats in the outside walls and distribute both heat and moisture from the roofs of 8 towers or ventilating flues in the weave room itself. Other 5 weave rooms have the usual American Moistening System, but in addition have excessive humidity provided by steam valves about 3 feet from the floor

9. (e) from which steam powers out and ascends to the ceiling. There are about six of these in each weave room. Five slashing machines have hoolds to carry off the steam.

10. (a) No particular features of strain or hazard - bending and reaching for speeder doffers and warp creelers, constancy of attention for spoolers and reachin g when doffing filled spools. Saw no one resting but many were in the toilets washing their hands and there were many facilities for resting.

(b) Sitting occupations for women were trimming and inspecting in the cloth room and drawers-in the warping section. All others require standing while at work.

Spinners have waste boxes of rather good design, as there were 2 sections, a wide narrow section at the back of the box was extended upward about 12" or 15" making a back for the seat part, while inside this section were kept cleaning brushes, cloths and persona equipment or possessions of the spinners. Every spinner had one or more of these waste boxes. All looms are of the Draper type and have the folding iron seat attachment, not on every loom but so that each worker has one of her own as she tends from 4 to 6 looms. Drawer-in had rush bottom straight-backed chairs and inspectors had high stools as they sat up to sloping tables. Warp creelers had low square topped stools for sitting on while setting in the spools at the lower rails of the creel. No foot rests. Seating facilities considered to be the nearest adequate in quantity and practical usefulness of any plant visited by agent.

(c) No caps or aprons observed.

11. (a) Picker and card machines have belts and pulleys unguarded (as usual) although women do not work at these machines. Elsewhere there are shifters well placed and aisles are protected. Looms have rod guards. Elevators have automatic gates. Spinning room belts are parallel and endless and are called the "bicycle drive". Sup't says they are most economical if one is going to have a belt drive. All looms in new weave shed drove their own electric motors.

(b) No fire escapes for 4 story brick building. 2 inside stairways, solid with firm rails. 2 freight elevators. 7 exits on first floor. Doors open some out and some in. Automatic sprinkler system for entire plant with a 50000 gal. tank serving it. Reservoir of 750000 gals. for fire, humidifiers and washing facilities. Outside hydrants and hose sheds. Could have city protection also.

12. (a) Drinking facilities consist of 18 sanitary bubblers and cylindrical tanks for ice cooling, the year around. Located in all work rooms in accessible parts.

(b) Washing facilities in each of 10 toilets, long double sinks, white, clean, 6 faucets, 2 soap boxes ane at each end. Many women were

12. (b) using these. They had their own soap, but each also had a square piece of sheeting cloth, for towels and wash rags. They said they were given out every week to clean off the machines with and that they used them for washing first, and an old cloth for cleaning the machines. This is practically equivalent to having individual towels, and shows women actually use these facilities when they are provided.

(c) Separate toilets for women, accessible, installed at a cost of $75,000. Each has 3 seats with doors to compartments, a nickel plated spitton for each compartment, flush closets, clean bowls; toilet paper except that one spinning room toilet was almost out of paper and spinning waste had been used. Two of these seats did not flush properly. Elsewhere here there was a good powerful flush. Ventilation by factory windows, "specially planned to keep all odors from the work rooms". Red tile floors with drain for wash down. No entrance door but inside swinging doors afford adequate screening. Cared for entirely by 3 colored women who do nothing else. The superintendent has appointed a white woman, usually an older married woman, to take charge of each toilet and report its condition. Agent was introduced to each and was escorted in by her and she answered any questions asked. She reported the toilet that was out of order in the presence of the agent before latter knew it was part of her duties. (Think this is an object lesson to the plants that are overloaded with men supervisors and which then complain (as a rare case) that "women are not as neat in using toilet facilities as are men.") Doors designated

12 Toilets 36 seats - 9 1/6 girls to seat.

No of seats? See Miss Lane

13. (a) No lunch facilities, but many bring lunches. Adequate practical seats, however, also benches in coat rooms. There are alos benches out in the ~~yard~~ under the trees and the river bank is lined with trees. At 12 o'clock many children were observed bringing lunch baskets.

(b) No rest room.

(c) Rooms for wraps were available on each floor. Kept locked by section hands to prevent loss of articles. Three had windows but a fourth was an inside structure with electric light. All had benches for changing shoes, and the coat room in the new weave shed had a continuous concrete ben h around three sides of the room. All had wall hooks, except that the weave shed coat room had 2 racks with hooks and top shelves, windows, etc. Draperies at windows in all but one coat room.

(d) Company has a full time industrial nurse. No first aid equipment in building, but a medical room in building near by.

14. (a) to (c) The overseers attend to all employment duties.

(d) No records or application blanks.

(e) No records.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

FACTORY SCHEDULE 29 (94)

1. Name of factory Eagle & Phenix Mills. :Address Columbus
Bed ticking, cottonades, chambrays Vice Pres., J.D. Massey,
2. Product suiting, plaids, outings. :Person interviewed Supt. Davidson,
Bookkeeper Huff.

3. Number employed

	colored			Total
Men	896: 733 w + 163	Boys	0	896
Women	400 = 398 w + 2 waste house	Girls	4 (8 hrs.)	404
Total	1296 = 1131 w + 165 c		4	1300

4. Hours

	Begin	End	Lunch period	Rest period	Total
Daily	6:30	5	30		10
Saturday	6:30	11:30			5
Shifts					

Regular weekly number of days 6 Total weekly hours 55
Now Wed., Thurs, Fri. Sat.
Shifts weekly number of periods Total shifts weekly hours 35

5. Overtime None on payroll.

6. Seasonal Usually steady work.

7. Wages
Pay period 1 week Initial rate 10¢, 12½ an hr.

Fines Weavers for bad cloth that could have been avoided. 25¢ in any one week and infrequently according to the payroll.

Bonus 50% in Jan. 1920, 60% Feb. to Nov. 20. 30% Nov. 20 - Dec. 31. 1920 (Last 30% dropped in Feb. 1921)
Spoolers got a bonus of $1.00 a week for 55 hours attendance and good work. Payroll shows 75¢ in some cases.

Overtime pay "Same rate if there's any overtime."

Vacation - with pay No without pay no vacation

8. Labor turnover No figures or estimates.

Date Apr. 6, 1921. Agent M.R.L.

Eagle & Phenix Mills, Columbus.

9. (a) Three mills in a 2-block area downtown and on the bank of the Chattahoochee River. Workers live chiefly in mill village, Phenix, across the river from which they come afoot on the bridge. Entire plant or establishment occupied. Workers bring lunch or have children bring it to them for a 30 minute lunch period. Two of the mills, built in the 60's and 70's have low ceilings,-all three have 5 stories. Aisles of fairly good width-Rather spacious arrangement between departments and processes.

(b) 5 white women sweep and clean in the spinning, spooling and warping departments, hired as full time sweepers. Men workers sweep elsewhere, once or twice a week, hired as general workers, helpers or sparehands and paid by the hour - condition fair - Spit boxes used. The Cook Vacuum Cleaning System is used in the card room. Floors oily. No dust pits for picker room in special building.

(c) All steam heat, pipes overhead, desired temperature 75o.

(d) Entire floor constitutes a room with windows on four sides of each. Clear-glass lights, windows cloth curtained on sunny exposures, especially spinning, weaving and cloth rooms. Ceilings beamed and matched wood, unpainted for years, walls brick, white and fairly clean,-no wainscoating. Electric bulbs, clear glass, green plate-shaped deflectors, except that 2 weave rooms have ground glass tipped bulbs and pan-shaped deflectors and old ones will be gradually replaced with these. Picker and one card room, where light is poor have Mazda lamps and extra sized pan-shaped deflectors. 2 women inspectors in each of the 6 weave rooms have lowered lights without shades, but eyes are shielded by cloth. Drawers-in have seats back to the windows for good natural light -cloth room workers have tables along the windows-and overhead monitor for extra light.

(e) Windows may be opened by workers. 10 slashing machines on top floors have hoods for carrying out steam and there are openings in the roof for ventilation in the spooling, warping and slashing sections. The cloth room or finishing department is in a separate 2 story building and has a monitor roof for the work room.

10. (a) Cards doff every 30 minutes, drawing frames about 30445 minutes, speeders about 4 times daily, spinners tend 8-12 sides 224 spindles to a side spoolers tend 1 side of 50 spools and spools are filled every 2 hours (size #14 yarn)-3 or 4 creelers tend 11 creels of 375-400 spools each, warper tenders tend 2 beams and ~~run~~ men doff using the overhead railway. weavers tend 8-16 looms and loom fixers doff single cuts weighing 15-25 lbs. each. Quantity production is 200000 lbs. in a 6 day week. All modern machinery used and no unusual hazard or strain observed. 72000 spindles and 2240 looms in establishment. Looms were rather unusually "dirty" or filled with lint.

10.(continued) b. Sitting jobs are those of 14 drawers-in, 2 inspectors in each weave room, 14 handers in, and 35-40 cloth trimmers, tackers and hand inspectors. Warper tenders sit considerably as warpers have automatic stops.

Standing, reaching and bending especially for spoolers and speeders and creelers.

Plant has been state inspected for chairs. Speeders and drawing tenders have square topped stools, spinners have a stool for each girl -(waste boxes) are high up and attached to machines). Draw-in hands have chairs with backs and ~~pille~~ square pillows or cushions to sit on. Cloth inspectors had stools and chairs with backs. No 2 spinning room had no stools but superintendent thought there had been and he would replace them.

(c) Caps or handkerchiefs are worn chiefly in the card room. Many spinners protect their dresses by slipping on an old skirt with pockets in it, weavers also do this.

11. (b) All 3 five-story buildings are connected on 3rd floors and there are outside ladders on #1 and #2, while #3 has a regular iron stairway. #3 has 2 inside stairways and each of the other 2 buildings has one. These are all solid and have firm rails and fire doors. Each of 3 buildings has 3 exits and doors open out. Sprinkler system in all buildings, buckets in all, and a full time fire inspector who reports if overseers do not keep buckets brimmed. 150000 gal. tank for fire protection, 2 reservoirs for filtering humidity supply. City water used for drinking.

(a) On 2nd Tues. of each month the superintendent and overseers have a meeting at which a special safety committee reports. The committee is made up of workers, each foreman or overseer appointing 3 and all departments are represented. The committee is given time to go through the entire plant to study danger points and to make suggestions at the meeting. Belts on card machines were unguarded;otherwise there were no exposures. Weave rooms were arranged, 2 in each building, one over the other, so that while there were belts from the ceilings in the 3 lower floor rooms the same overhead pulleys drove the looms in the three overhead rooms in which there were no overhead belts as the driving belts went down through the floors. Overhead belts all had wide spread over the aisles between the looms. Spinning rooms had parallel belts in aisles.

12. (a) No.3 building had drinking facilities at the 2 ends of the floors, or 10 stations in all. No. 2 building had them at the ends of each floor or 5 in all, and No. 1 building had 1 in the middle of each floor or 5 in all. Same equipment at all stations, consisted of a large round tank and faucet and cooled city water the year around. No common cup or dipper. Drainage is at wash sinks near which they are placed.

(b) Washing facilities are not in toilet but usually are nearby and consist of iron sink and 2 or 3 faucets, clean. No hot water, soap or towel - sweepers keep clean. condition good.

12. (a) 20 toilets in all for 550 women - 35 seats-adequate number in number -3 building, at each end of the workrooms,- and No. 1 mill has one on each floor in the middle tower with 2 seats each, but No. 2 mill has but 5, of 1 seat each, at the ends of the long rooms and is probably inadequate in number.

Separate for men and women- cared for by white women sweepers and scrubbers - all have window ventilation, partitions without doors, entrance doors, toilet paper- automatic flush every 8 minutes in No. 3 building but hand flush in others. Cement floors. No. 1 mill workers on each floor have to step out doors and follow a short walk behind a lattice on the mill tower. Looked at from the ground an observer sees the tower with 5 stories of trellis or lattice work on one side of the tower. Conditions not insanitary. Cement floors could be scrubbed to advantage. There is no way to wash them down" as there are no drains in the floors. doors designated

About 15 girls to seat. See Miss Lane about no. of women to seat.

13. (a) Workers eat lunch in the workrooms or seated about in the yard. Walls enclose the entire establishment, there is therefore some seclusion from city traffic.

(b) No restrooms or periods.

(c) Wall hooks only for wraps, except that here and there in a hallway or in an attic room curtains are hung to enclose a dressing space,-six of these seen,-chiefly in weave or cloth rooms.

(d) Bandages and iodine are kept in the office and administered by the superintendent. Records of accidents kept and filed,-but not of first aid.

14. (a) (c) The overseers have entire charge of employment but beginners apply at the office window of the superintendent who directs them to the overseers.

(d) No records kept.

(e) Superintendent a graduate of Philadelphia Tech. School and overseers are Georgia Tech. men. 3 are taking I.C.S. courses. Wants to have classes in the plant from 5-6 p.m. and will pay workers for time to attend. Industrial High School classes are too far away.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

3D

(94)

FACTORY SCHEDULE

1. Name of factory Bibb Mfg. Co. Columbus Mill : Address Columbus.

2. Product Cotton yarn and Duck cloth. : Person interviewed Agent- Mr. Neiler. Supt. Mr. Mooney Bookkeeper Abercrombie

3. Number employed

					Total
Men	385 = 355	30 col.	Boys	0	385
Women	284 = 257	27 "	Girls	0	284
Total	669 = 612	57 "		0	669

4. Hours

Daily	Begin 6:20	End 5	Lunch period 40	Rest period	Total	10
Saturday	6:20	11:20				5
3 days now. 30 hr. Shifts Jan.-July, 1920.	6 p.m.	5 a.m.	Lunch brough and eaten on duty. at night			11

Regular weekly number of days 6 Total weekly hours 55

Night Shifts weekly number of periods 5 Total shifts weekly hours 55 (paid for 60 hours).

5. Overtime Rarely. Installation of machinery. Weave room to finish an order. Not more than 2 hours, nor later than 7 p. m.

6. Seasonal Usually is steady thruout the year.

7. Wages

Pay period 1 week. Initial rate About 20¢ Hour rate is less than regular experienced hands.

Fines None.

Bonus Weekly 10% Feb. 1-Nov.29, 1920, Annual 5% for 3 yrs. service, 6% for 5 yrs. service, 12% for 10 years service. Special bonus for spinners ~~and spoolers Jan. 1-Nove. 29, $1 a week for perfect attendence.~~

Overtime pay ~~Same rate.~~

Vacation - with pay ~~No.~~ without pay No vacation.

8. Labor turnover No estimate made.

Date March 28, 1921. Agent M.R.L.

9. (a) Mill village in immediate vicinity. Can house all their workers. All go home to lunch in 40 minute period. Additions have been made in front and rear and some work is being done in new parts. All parts will be occupied. Said to be the largest mill in the world under one roof and has 92 windows 6 lights wide, 4 stories thruout and 5 stories for half of it. Weave shed of 1 story connects with main building and is 50 windows along side.

Ceilings are all high, rooms are spacious, especially the weave room, with but 336 broad looms.

No narrow aisles and no crowding of workers.

(b) There are 2 or 3 sweepers and 1 or 2 scrubbers for each department, carding, spinning, spooling, twisting, winding and weaving, or a total of 20 sweepers and 7 scrubbers. Mill has an electric scrubbing machine that is used in all departments. Spit boxes are used thruout the mill. Floors in oily condition in some of old part, in spite of scrubbing. In new part floors are new and clean except that there was expectoration here and there. No accumulation of lint.

Machine cleaning is done weekly with dust brushes. Power stops about an hour before closing time on Saturday. In twisting and weave rooms cotton waste is used to wipe off machines. Opening and picking machines are served with a dust pit and the card machines are cleaned by a vacuum system called the Patent Vacuum Card Stripper - a suction hose conveys the card waste into four boiler like structures on the floor below, where are waste bins and storage bins for different grades of cotton. Waste picking is done entirely by hand.

(c) Heating is entirely by steam; overhead pipes everywhere exdept in the weave shed. In most rooms the desired and usual temperature is 75 degrees, but in summer it rises to 85 when it is hot out of doors. Humidifiers keep temperature down when cold water is used in them. The weave shed has a special heating and ventilating system installed by the Carrier Engineering Co. 16 towers or flues thruout the weave shed and cloth room keep the air in circulation and heat it in winter to 78 degrees and in summer the temperature is the same, 78.

(d) Windows on 2 sides of each long room and 3 sides in end departments. Steel framed, ribbed glass thruout. 92 windows 6 lights wide on one side of a structure that's a quarter of a mile long. Ceiling beams painted white and clean. Brick walls painted white except for dark green wainscotings. Clean. Entire old part of structure (about ½) has clear bulbs with ribbed glass, bell-shaped shades, while the new overhead lighting has electric bulbs, ground glass tips, and green, pan-shaped deflectors. Either kind is a pretty sight in such long rooms as all are in good condition. The spinning department on the top floor has the monitor system and the entire weave shed and cloth room have a saw-tooth roof with 50 "teeth" on the vertical side of which are windows for lightand ventilation.

9. (e) Natural ventilation secured by means of swinging sections in each steel framed factory window. Many were open, on the different floors. Monitor windows on the top floors are opened in series by operating adjustment chains. Extra size copper humidifiers are installed in all the new parts of the mill - American Moistening System - The Carrier System in the weave shed has 2 very large fans drawing in a powerful current of air from 2 outside walls which are open like the slats of a blind. This air is distributed thru the 16 towers or flues in the weave room. Excellent condition of atmosphere in opener and picker room and good in the card room.

10. (a) No signs of speeding observed, a number of workers were seen to be resting. Speeders, creelers and back winders do considerable reaching and bending, and spoolers reach up to doff spools and tie knots rather constantly.

(b) Sitting occupations were those of a waste winder, yarn weigher, filling inspector, cloth inspectors, about a dozen in all. 13 splicers also sit up to a U shaped table, and 2 machine bobbin cleaners also sit. In the spinning department of old mill there's a flat topped waste box at the end of each aisle so that each spinner has one. In the new part these boxes do not set on the floor but are attached to each machine, so there will be only trucks and window ledges to rest on. Square topped benches were generally in evidence. Yarn weigher, splicers and filling inspector had stiff upright backs to their stools, and cloth inspectors had long benches.

10. (c) Very few caps worn. Spinners wear pocet aprons as "expected." None required or provided or laundered.

11. (a) Safety. Spinning room has vertical, paralletl belts, but elsewhere the single, overhead drive is used with the Λ or spredding belts. Except for opener and picker rooms all belts and pulleys, machines and aisles were protected. Automatic elevator will not operate until gates on all floors are closed. Had an accident whcih led to the installation of special safety device.

(b) Fire proof construction generally except that stairways are solid wood with safety rails. No fire escapes. Doors open out, 10 exits on ground floor, automatic sprinkler system everywhere and fire buckets well brimmed. Two large standpipes. On banks of Chatahoochee River.

12. (a) Drinking facilities are at present at sinks and faucets in each toilet but new, sanitary bubblers have been installed everywhere in the workrooms and await only the water connection. 12 sinks with 2 faucets each and at least a dozen bubblers. Workers bring own tumblers. No dippers or commong cups.

(b) Washing facilities consist of a white failry clean sink and 2 faucets in 12 toilets. No hot water, soap or towel. Cleaned by the colored sweeper and scrubber of each department.

(c) 3 toilets on each floor, separate for women. Colored workers on two top floors use toilets in old part and on lower two floors use a surface toilet with flush seat. Clean, ventilated by window and entrance door, toilet paper, 2 seats, partitioned without door. All new toilets for white workers (8) have 3 seats each, partitioned with doors, white brick and tile, fine windows,

Cleaning of Toilets Satisfactory.

12. (c) toilet paper, flush seats in repair and operation. No entrance doors. 8 new toilets need inside screen such as 4 old ones have. Twelve toilets inside and one on outside. 38 seats for 280 women, maximum 500 women.

See Miss Lane 11 Whole women to 1 seat - 2 Col to 1 seat.

13. (a) No lunch facilities. Workers go home.

(b) No rest room except there are benches in coat rooms.

(c) Each of 3 coat rooms has wall hooks and most have shelves for hats and low benches for changing shoes. Partitioned off and open overhead but clean painted. Twisting, winding and weaving departments have no coat rooms.constructed and lay wraps down anywhere.

(d) Full time industrial nurse in immediately adjoining office building all the forenoon with first aid cabinet and cot availab.e Clinic every afternoon from two to four in the community building. Doctor also in attendence at clinic. Have a room for dental clinic but have been unable to get the kind of dentist desired.

Records are kept. (See Bibb forms previously secured.)

14. (a) - (d) The overseers hire, fire and transfer. 2. Supts. are engaged entirely with production duties. Application blanks are kept. (~~From~~ Form previously secured.)

(e) Bibb-Columbus Mill has a 2-story brick school house and 7 grades, 9 teaches. No part time pupils this year but had about 20 last year. Attending school 3 hours daily and working 5 hours. Girls from 5th, 6th, 7th grades inclusive get an hour daily of either cooking or sewing. Some home gardening for boys also considerable school gardening. Community room, nursery for 70 children, swimming pool and shower baths adjacent.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

(31)

(94)

FACTORY SCHEDULE

Gainesville.

1. Name of factory New Holland Mill. ~~Pawlet~~ Mfg. Co. Pacolet. Address New Holland.

2. Product Sheeting and plain cotton. Person interviewed Mr. Anderson Miss Dozier.

3. Number employed

				Total
Men	431 ~~1~~ 84 col.	Boys	23	538
Women	249 ~~1~~ 10 col.	Girls	24	283
Total	680 ~~1~~ 94		47	821

4. Hours

Daily	Children	7	5	2 hr.		8
	Begin 7	End 6	Lunch period 1 hr.	Rest period ---	Total	10
Saturday		7	12	2 hrs.		5
	Children	7	12	--	---	5
Shifts		---	---	---	---	

Regular weekly number of days 6 Total weekly hours 55

Shifts weekly number of periods Children. 6 Total shifts weekly hours 45

5. Overtime Very seldom. Once in a while a few from a department to catch up.

6. Seasonal Not seasonal.

7. Wages

Pay period 1 week. Initial rate Formerly $8-10; now do not ~~want workers to pay~~ nothing until they learn.

Fines Only in weave room for spoilt goods.

Bonus None;

Overtime pay None.

Vacation - with pay --- without pay Yes, if they want it.

8. Labor turnover None.

Date 3/16/21 Agent E. L. Best.

Pawlet Mfg. Co.

9. a. Large 5 story and basement brick building, built about 20 years ago. Ceilings high. Upper parts of walls and ceilings whitewashed several times a year. Lower part of walls and columns painted green. Building well keptup. Center aisles wide; aisles between spinning frames just wide enough to allow doffers to take box through. No crowding was evident on going through.

b. Colored men and women sweep and scrub all the time. All aisles are swept several times daily and scrubbed every few days. Rooms fairly clean but constant spitting made it difficult to keep floors clean. Lint is swept from aisles but machines, especially the looms, were covered with it and much of it looked like old accumulations.

c. Steam overhead pipes and humidifiers which moisten and heat the air.

d. Windows of plain glass on three sides of workrooms. The whiteness of walls and ceilings add to lightness. On south side of building there were cotton curtains. Overhead electric bulbs about 4 feet from ceiling at sufficiently frequent intervals. These had fan shaped reflectors. Very strong bulbs were used which gave a powerful and uniform light. Lighting system had been arranged by an expert within the last few years.

e. Small windows above main windows. Can be swung open. Also main windows raised. In spinning room windows were open but not in weave room. All rooms supplied with humidifiers (American Moistening System, Boston, Mass.)

10. a. Usual strain of operation such as noise, vibration, speed and moist heat. These, however, were less of a strain than in most owing to good working conditions.

b. Women inspecting cloth and cleaning quills sit. The rest stand or walk around. Wooden kitchen chairs for inspectors, wooden stools for quill cleaners, one other wooden chair in spinning room was seen and a bench about five feet long in warp room. Some girls were sitting on boxes or leaning against the wall.

c. None. Most of the girls wore aprons but no caps were seen and the girls hair was covered with lint. Some of the girls wore cloth on their feet instead of shoes.

11. a. Many overhead and side belts in spinning cloth, card, warp and lower weave room. Some were guarded and some not. ~~Wheels~~ Belts near the floor were generally guarded. Electric motors (individual) in large weave room.

b. Two wide wooden stairs with hand rails. One in center and one at one end of building. 2 elevators near center stairs. Doors open out. Automatic sprinklers, fire extinguishers and buckets throughout. No fire-escape. Material is inflammable.

Pawlet Mfg. Co.

12. a. Sanitary bubblers in iron wash sink in each workroom.

b. Iron sink in each work room at end near toilet. 2 faucets in all sinks but in cloth where only 1 faucet. Colored women clean when they clean workroom. No hot water, no soap. 1 towel for each basin, changed daily.

c. Toilets for white women off each work room at end of room. These have been recently installed and on first floor weave and spinning room are not yet finished. Outside windows, partition extends to ceiling. No doors but a slate screen. Screens the toilet from workroom. No doors in front of seats. Partition of slate about 2 feet high between seats. Floors of concrete. 4 seats in each toilet except one off cloth room which is an old compartment with one seat. This has a door and everything is of wood. Has no outside window. Ventilates into workroom over top of partition. Toilets designated in all but cloth room. On 3rd floor 1 toilet with 4 seats for colored women exactly like white toilets only at side of workroom instead of at end. It was cleaner than the white toilets. All are cleaned by the colored women who clean the workroom. Supposed to wash toilet rooms once a week. Do not always do it. Cleanliness varied. Old shoes, paper and water on floor in some others fairly clean.
17 seats for white (4 not finished.)
4 seats for colored.
16 women white to a seat.
2½ women colored to a seat.

13. a. None. Girls live near and go home for lunch.

b. None.

c. Wraps hung on nailes around walls of work room.

d. None in factory building. All cases are sent to office of community doctor and nurse under the village store about a five minutes walk from the mill. Office is bare. Contains reclining chair, cabinet and few wooden chairs. Adjoining closet contains drugs, across hall is a small receiving room with desk, leather couch, chair. Toilet adjoining . Doctor has no regular office hours. Nurse is in mornings unless she has to go out on a case. Most of her work is with the children in the schools and on obstetric cases. She has a nutrition class for undernourished children to teach them how to eat. She examines and weighs all the school children once every three months. Keeps records of children and of all cases treated (name, how hurt, when treated.)

14. a. The manager interviews and sends to the overseer if he needs help. Overseer hires.

b. Overseer discharges.

c. Overseer transfers in his department. Seldom go from one department to another.

d. None except payroll.

e. By fellow workers. Usually brought in by a friend.
No forewoman.

The Pawlet Mfg. Co. have the management of the New Holland and Gainesville mill. The New Holland Mill is located in New Holland, a town, 2 miles from Gainesville, and owned by the company. Only mill people live here and all houses, tores, etc. ase owned by the Pawlet Company. The houses are attractive, 2 family houses, 4 rooms in each part, painted white. Lights and water are supplied ~~by~~ them.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

FACTORY SCHEDULE 33 (94)

1. Name of factory Griffin Mfg. Co. | Address Griffin
2. Product Chambrays, plaids, bedspreads, outings, suitings, auto top cloth. | Person interviewed Bookkeeper D. A. Lotta. Gen'l Mgr. W. G. Nichols, Supt. Redmond
3. Number employed

				Total
Men	355 = 322 w + (33) colored	Boys	7	362
Women	169 = 161 w + (8)	Girls	3	172
Total	524 = 483 w (41)		10	534

4. Hours

	Begin	End	Lunch period	Rest period	Total
Daily	6	5:35	45		10:50
Saturday	6	11:50	----		5:50
Shifts					

Regular weekly number of days 6 Total weekly hours (60)

Shifts weekly number of periods Total shifts weekly hours

5. Overtime Very few cases-when departments wanted to complete some work.

6. Seasonal No

7. Wages
Pay period 1 week. Initial rate Time rate-more than earned but less than regular rates.

Fines Weaving -- never more than ½ cut. Seldom that.

Bonus weekly 35% for 55-60 hours up to Nov. 8.
15% for less than 55 hours.
Flat 20% Nov. 8 to end of year.

PR Sale 12-4-20

Overtime pay Same as regular rates.

Vacation - with pay No. without pay No.

8. Labor turnover Unknown

Mill Village in town houses 60% of workers-rooms @ 25¢ a week. coal at wholesale rates.

Date Mar. 11, 1921. Agent M.R.L.

9. (a) Mill village in immediate vicinity. 40% of force lives in town but less than a half dozen bring lunches - lunch period 45 minutes.
Mill occupies area of two, long, connected buildings - One and two stories, high ceilings. no rooms crowded, no aisles too narrow. Looms adequately spaced.

(b) Superintendent says there are 24 white men who sweep a whole or part of the time. 6 colored women, in carding, (2) spinning, weaving, finishing, and dressing rooms, both sweep and take care of toilets - Floors in good condition,-somewhat oily. Spit boxes are used. Waste picking is an important occupation in this plant and is done by 3 colored women in the wasteroom. 137 colors are used in dyeing and waste put in bins according to colors- Many plants dye all waste black but it is an economy to dye yarn only once. The waste comes chiefly from the speeding and spinning processes.

(c) In most of the rooms steam heat is supplied by double, 1" pipes overhead and running the length of the room. Two of the four weave rooms have a blower system for hot air heating. Desired temperature 70o. Spinning, card and dressing rooms have blower and hot air system.

(d) Lighting is from windows on two and three sides of each room. Ribbed glass is used (lower quarter of window of plain glass) almost through entire plant. The dressing and one weave room have clear glass and long, white cloth curtains. Special attention has been given in the cloth room to side arrangement of 6 inspectors' tables and stations, along the side windows, also in the dressing room for 13 drawers - in. Beams, ceilings and walls are all painted white and are clean,-painted every 2 years.- exceptionally good lighting.
In the card, drawing and speeding room the overhead electric bulbs have no deflectors and are clear glass. In the cloth storage room clear bulbs are wire-guarded to prevent smashing by the cloth haulers. All other places throughout the plant have green, bell-shaped deflectors in good condition. One inspector's station for colored outings has a local electric light between the roller and the window, wire-guarded, clear glass.

(e) Exceptionally good ventilation-3 weave rooms have "monitor" windows in the roof with an automatic chain device for opening, closing and regulating, costing $10,000. In the slashing room the machines have hoods to carry off steam.
In finishing room where 2 women inspect, the brushing machine has a hood and blower system to remove dust and flyings.
No. 1 weave room has 548 looms and No. 4 has 404 looms. Two others have 100 each. No. 4 is claimed to be "the prettiest loom room in the country." Besides the special monitor system, and circulation of hot air by the blower system, there are steel framed factory windows with swing sections, and ribbed glass. A broad aisle goes the entire length of the room through the center, with draper looms on either side for making dress goods, plaids, checks, etc. Parke-Cramer humidifiers a are used throughout the plant, with a disinfecting pine oil of pleasant odor. These have inside revolving fans that circulate the air as well as the moisture. 12 ventilators in the spinning rooms.

10. (a) No evidence of speeding.-cards doff every 40, 50, 60 minutes, spinners can tend 8 to 12 sides, spoolers 1 side. weavers tend 8-14 looms. Production is 70,000 lbs. a week, 2½ yds. average to the pound.

Considerable strain for 5 warp creelers who reach and bend, supplying 3 warp machines, 425 spools to a creel and replacing spools which run out every 3 or 4 minutes.

(b) Drawing-in was the only occupation observed in which women sit. As explained in 9 (d) special attention was paid to seats and light, the women sitting back-to the windows. 3 waste pickers sit; others all stand at work. Waste boxes set on the floor for speeders and spinners. All draper looms (1000) are equipped with folding seats, one to 12 looms.

(c) Speeders and spinners required to wear aprons with pockets for keeping waste off the floor. Most of the workers wear caps. Nothing provided by the firm.

11. (a) Workroom hazards reduced to a minimum except in the picker room with about 18 men and 1 colored woman sweeper. Even here most of the belts were arranged with an over-head drive, so that there was but one side exposure on each of six machines. Rod guards on looms, aisles protected.

(b) Stairways solid, firm railings-doors open out. One outside stairway, 2 inside. 3 freight elevators with automatic gates and doors. 15 first floor exits. automatic sprinkler system in all rooms. Fire buckets throughout, hanging on room posts. Two fire pumps, 100,000 gal. standpipe and 220 gal. reservoir.

12. (a) In the finishing room there was a barrel, spigot and drain pipe arrangement-no common cup,-but elsewhere there are sanitary bubblers in each room, 6 in all. City water system.

(b) White sinks in toilets or at drinking stations,-14 in all throughout the plant. Sinks show iron rust. A section of the plant connecting the two mills is nearly completed and has provision for hot and cold water in the women's toilet. It is planned to equip the entire plant with this improvement-at present, no hot water, soap or towels. Condition sanitary but not satisfactory.

(c) One toilet in new section is of first class construction and has four seats. Six others toilets for women have one seat each and one has 2 seats. 7 seats now in use, eleven in all for 172 women. 15 7/11 women seat
(1) 8 separate toilets for women, all have windows, no doors to compartments or to workroom, but screened inside. Bowls not very clean. 1 seat not flushing, toilet paper lacking in another and floor strewn with newspaper scraps. otherwise fairly clean and cement floors with drainage.- 6 sweepers take care of them, all are of flush type. The new toilet has the self flush seats.

13. (a) No lunch room.
(b) No rest room. chairs and seats about the plant are available and there is opportunity to use.
(c) No coat room. wall hooks are used, at convenient places in the different rooms.

(d) First aid cabinet available in a "neighborhood house" and services of an industrial nurse, half time. Rest of time she works for Metropolitan Life Insurance Co., but finds it too hard to do their work as they will not furnish her with an auto and some of her mills are four miles apart. The general manager contemplates giving up her work unless he can get some other mill to make an arrangement for her service half time. She keeps records of cases.

14. (a) Overseers have entire charge of all employment duties.
(b)
(c)
(d) No records nor application blanks.

(e) No classes for instruction in the plant. No village school as plant is within reach of public school.

The superintendent entered as a weaver and has taken 3 diplomas from the I.C.S. He has 8 overseers, 4 of whom hold diplomas and the card room overseer holds 2 diplomas in I.C.S. There are 12-15 men workers now taking I.C.S. courses, encouraged and assisted by the overseers and superintendent. This is the largest mill yet visited, having over 1000 looms and 50,000 spindles.

The superintendent, when taking his I.C.S. course, because very much discouraged at one time and is willing to admit he would have dropped it if it hadn't been for the help of a woman weaver who had already completed the same course. She is now a designer at the Eagle and Phoenix Mills in Columbus, - a Miss Norris. Griffing Mfg. Co. has been unable to secure her services as her own company has raised her salary every time they have tried to secure her.

Superintendent knows of one woman who is forelady of a cloth room in a South Carolina mill but no others.

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U. S. Department of Labor
WOMEN'S BUREAU
Washington

(94)

FACTORY SCHEDULE

Rome.

1. Name of factory Anchor Duck Mills. Address South Rome.

2. Product Cotton duck, bags, rope. Person interviewed Mr. Macklin, Gen. Mgr.

3. Number employed

					Total
Men	342 20 col.	Boys	12 white		374
Women	156 wh.	Girls	14 white		170
Total	518		26 white		544

4. Hours

Cf. other side. Daily Begin 6:30 End 5:15 Lunch period ¾ hr Rest period — Total 10

Saturday 6:30 11:30 — — 5

Night (5 nights a week) Shifts 5:15 p.m. 4:45 a.m. ½ hr. — 11

Regular weekly number of days 6 Total weekly hours 55

Night Shifts weekly number of periods 5 Total shifts weekly hours 55

5. Overtime None.

6. Seasonal No.

7. Wages

Pay period Weekly. Initial rate No beginners now.

Fines None for lateness. Magr. said there was no system of fines, but if worker spoiled goods she might be docked.

Bonus Now have a 25% bonus on wages. Until Jan. 1, 1921 there was a bonus of 60% on wages, and an additional 10% bonus given for all working 45 hours a week or over. This second bonus was 10% of sum of wages and first bonus. A third bonus was given for night work.

Overtime pay -----

Vacation - with pay None. without pay Permitted.

8. Labor turnover No figures.

Date March 21, 1921.

Agent M. ROBINSON
E. BENHAM

9. (a) Most of mill property just outside city limits. Workers live in little community surrounding mill. Street car service to town. General buildings - Carding to cloth operations carried on in two two-story brick buildings. Mill No. 2 ceilings high. Mill No. 1 medium.(?) The ceiling of second storey of No. 1 slopes slightly from sides to center where central portion is raised in long skylight. Had a feeling that ceiling here at sides was too low for so large a room. Light and air would have been better with more space. Aisles wide enough except in weave room. Aisles here narrow and machines close together so long detours are sometimes necessary in moving from one part of room to another. The twister room where women were quilling had some aisles crowded with boxes forspools, etc.

(b) Men sweepers work thruout the day. The card(Mill.No.2) room has vacuum cleaners for the machines, In Mill No. 1 machines were cleaned by compressed air. Cleaning of machines done during work hours. Rooms clean except for edges and corners a little caked on dirt as tho these were slurred over.

(c) Steam heat, overhead pipes. Seemed adequate.

(d) New building had large factory windows,(Mill No.2) and cloth and twister room Mill No. 1. Natural light good in these. Other rooms windows not so wide. Somewhat gloomy effect. The second story Mill No. 2 had a raised portion of roof in the center the length of the building forming a skylight in spinning, spooling, and twister rooms. In twister toom the skylight was wider than in rest of building and light better. Frosted glass in windows except in some windows in spinning room. All lights were near the ceiling high above workers heads. 1 had large shades.(green outside, white in) except in spinning room. Most of bulbs in shaded lights were forsted, others clear. Spinning room had unshaded clear lights. Lights burning and needed in weave room first floor of No. 1. Burning but probably not needed in cloth room first floor No. 1.

(e) Humidifiers with automatic adjustment. Mgr. stated they were best type available. Conditions seemed good on day of visit.

10. (b) All stand at work but three women sewing in cloth room. Drawers in would sit. Not seen on day of viti. Doffers seemed to have considerable spare time to sit. There was a bench at one side of room where doffers were sitting. Women sewing had straight backed cane seated chairs. 2 women at sewing machines had cushions of the bags they were sewing.

(c) No regular uniforms. Many girls wore aprons, spinners wore aprons with pockets to put waste in. Girls provide own aprons. A few girls had caps or hats - provided own Mgr. said. He had formerly furnished girls with caps, but they wouldn't wear them. Said they were too hot even tho he had tried to provide light caps.

11. (a) All side belts unenclosed. Since they went obliquely from near ceiling to machines were often partly over aisle and close to one passing thru aisles. Wheels carrying belt on machines were in many cases enclosed, but in some not. Noticed unenclosed wheels (not carrying belts) on aisles in spooling and weave rooms. Boxes on wheels were used in spinning, spooling, and twisting rooms to take around spools, etc. Boys who pushed them around went at a rapid rate and often coasted down aisles. This careless use of the carts would seem to constitute a hazard. Some dust and lint, less than in many textile mills. System of vacuum cleaning helped to reduce it in card room. In spinning room compressed air blower used to clean during work hours which blew lint about, might make it more unpleasant.

(b) Stairways all in fire wells with fire doors. Wooden stairs with wooden hand rails. No fire escapes (2 stories only). Automatic sprinklers, fire extinguishers, fire buckets, some large fire hose.

12. (a) Bubblers in work rooms, insanitary type but had strongflow when turned on. Coils of pipe in tanks so water can be cooled in summer.

(b) Washing facilities were not available in all rooms. There were sinks in the following toilets: first and second floors of Mill #2,; Mill No. 1, tiwster room, second floor, cloth room, 2nd floor, They were long sinks with two faucets, but no hot water. Saw soap in one or two places, no towels. There is a sink in a small room adjoining the lunch room, available for all wishing to go to lunch room, but some distance from mill. Here hot water, soap, and towels are furnished. This is little used. Sinks are supposed to be cleaned by colored porter who cleans toilets. Some clean, some badly coated with block deposit.

(c) 1. Toilets adjoin the following rooms: Mill No. 2, bag and plowline room, 1st floor (not running now), card room second floor, Mill No. 2 2nd floor, spinning room, spooling room, twister room, 1st floor, weave room, cloth room. Description: Practically all would be completely enclosed if there were a door at entrance. Windows for light and ventilation, tyle or cement floor, with drawin in center. Each had an eight foot partition inside entrance. These screened toilets but not rest of room. The following toilets had doors before each toilet compartment: Mill No. 2, card room, Mill No. 1, twister room and cloth room, The toilet in the weave room was not designated; ~~xxxxxxxxxxxxxxxx~~. All others were. All had toilet paper. Cleaned by colored porter, swept twice a day. Scrubbed, interval undertain. Much tracked in dirt but not of long standing. Floor spit upon. 2. Mill No. 2: Mill No. 1. Spinning room 2 seats, spooling room 4 seats, twister room 3 seats, weave room 3 seats, cloth room 3 seats. Total 19 seats, Could not check on numbers using each toilet. Undoubtedly adequate. 3. About 10 women use one seat.

Rope room 2 seats, card room 2 seats.

13. (a) Lunch rooms in a small detached building. Lunch counter and tables. Warm food sold at nominal prices. Also candy, nuts, soft drinks, etc. Woman in charge. Not in any sense a matron. Mgr. said lunch room was used very little. They prefer to eat lunch in the work rooms, tho urged to bring it to lunch room even if they bought nothing. Mgr. thought they were ashamed to have others see what they bring for lunch.

(b) None.

(c) Wraps hung on nails on walls of work rooms. Also on nails on walls of one toilet.

(d) 1. First aid remedies in office. Person in charge. Mgr. Supt. or one of girls in office.

No records.

14. (a) (b) Overseers.
(c) Overseers or may consult supt.

(d) No records.

(e) No system, pick up work as able, usually with help of other workers.

(f) No forewomen.

Note: Company owns quite a number of houses. Rent $1.50 per wk. for 4 room house with electric light and plumbing and space for garden. Commong pasture for cows. Streets paved, good cement walsk, trees alo ng streets make attractive place. A hill back of the village has been laid out as a park with play ground for children at the top. Have school, swimming pool, ice plant, where ice is sold at 15¢ a 100 lbs. laundry where Mgr. stated work was done at very reasonable rate.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

(94)

35

FACTORY SCHEDULE

Bibb Mfg. Co., Porterdale.

1. Name of factory Porterdale Mill. : Address Porterdale, Ga.

2. Product Twine, fishing and sail lines, ropes, etc. : Person interviewed Supt. Woodruff, Bookkeeper Weaver Gen'l Mgr., Pitman.

3. Number employed

		colored			Total
Men	458 - 443 W	15	Boys	12	470
Women	152 - 136 W	16	Girls	18	170
Total	610 - 579	31		30	640

4. Hours

Daily Begin 6 End 6 Lunch period 60 Rest period ____ Total 11

Saturday 6 (12) 11 ____ ____ 5

Shifts 6 p.m. 6 a.m. 5 das. ____ ____ 12

called "12 hours" daily - wk. 10% "night hours"

Regular weekly number of days 6 Total weekly hours 60

Shifts weekly number of periods 5 Total shifts weekly hours

Now Mon, Tues, Wed.-33 hrs. per wk. since Dec. 1920

5. Overtime None for women. Men in card room and machine shop seldom. Night work 1920, 60 women.

6. Seasonal No.

7. Wages

Pay period 1 week Initial rate Beginners paid by the hr. 1/2-2/3 about regular rate.

Fines None for regular workers. Lose job if work is not right.

Half time workers (14,15 yr-olds) are cut a cent or two in rate per hr. if they are absent on account of failure to attend school and ~~Bonus~~ therefore being refused a chance to work. -attendance at school (over)

Bonus weekly bonus 10% Feb. to Nov. incl. Annual bonus 8/31 5% for 3 years, 6% for 5 yrs. and 12% for 10 years' service.

Overtime pay same as regular rate whenever there is any for men.

Vacation - with pay No without pay No vacation

8. Labor turnover No figures kept-Have some drifters but best type probably stay - on account of clean, attractive tenantry and educational facility

Date Mar. 17, 1921 Agent M.R.L.

(over) is compulsory five das. a week, 3 hrs. a day. Each part receives a daily attendance report, without which he will not be to work that day. Non-attendance at school means a child can't wor 24 hour period and his rate per hour is cut 2¢ for the week in which absence occurs - child exempted only in case of his own illness.

School 3 hrs. daily.

9 months. Math. 8:30 - 12 A.M. (Playground-work and filing - 30 mins.)
Eng.
Spell
Sewing: girls - (boys have no manual training.)
Cooking:
Work taken with regular grade classes -15 hrs. per wk.

3 months. Summer History
Geography, 8:30-12 A.M.
Hygiene
Civics, etc.

Special class to enable them to progress with the regular grade.

Work 1-6 P.M. --5 hs. daily.

Total pupils 55o
Part time pupils 40.

Testimony of superintendent and of General (Bibb) Manager is that firm is just beginning to reap results in more intelligent employees. School started with 5 grades and has gone to 10th. Practical training contemplated when subject matter is available.

y Mfg. Co.

9. (a) In "P
switchback tra
lunch, others
to the Porterd
all ceilings h
there are 4 st

9. (a) In "Porterdale City", 3 miles from Covington - reached by a switchback train early morning and at 6 o'clock. About 3 or 4 bring lunch, others go to homes in 60 minute period. Three brick buildings to the Porterdale Mill", of 2-4 stories, entirely occupied - ~~buildings~~ all ceilings high except the ground level at end of main building where there are 4 stories. This is one of the "braider"rooms, with 510 "heads" or machines in it,-6 women usually here. Aisles of comfortable width-no crowding, apparently. Located at falls of the Yellow River - water power used in part.

(b) Sixteen "niggers" do the sweeping - full time job - Either push two brooms along on the floor or a kind of wooden plough arrangement "automatic sweeper". No one employed to scrub regularly -floors not water-tight. Floors are oily with considerable lint. Spit boxes provided in spooling and winding rooms but floors are slippery in both these and in the card room from much spitting.

All card stripping is done by vacuum hose attachment. Some machines are cleaned by a man with a flat shovel arrangement who fans by hand the loose lint on top the machine out into the air -and aisles.

(c) Steam heat with overhead piping - no hot air system. Desired temperature 72o-80o.

(d) Windows of good factory size on 2 or 3 sides of each room, chiefly ribbed or waved glass with lower lights plain. Overhead electric bulbs have clear glass but covered with lint.-Ribbed, bell-shaped shades are in the spinning and drawing rooms but not throughout, and chiefly without shades. Inspectors positions in packing room are in East corner at windows, and winding machines are ranged along windows where light is considered in placement of workers. Overhead beams are of wood and walls are brick - all painted white, once in 2 years, and should have been done last year - Light in basement braider room comes from windows on one side, and overhead lights are lowered here and in the twine room where creels are very high for men winders or spoolers.

(e) Ventilation provided by opening the swinging sections, top and bottom of many windows - workers regulate these to suit themselves. In the spinning room on the top floor are 12 circular ventilators in the roof allowing heat and lint to escape. Humidifiers have no ventilating fans, and seem to be old equipment, part American and part Cramer system Lint flyings were unnecessarily thick in the card room. Braider room had low ceiling, slide windows on one side and might have stagnant air.

10. (a) No signs of speeding. Cards doff every hour,-2 drawing frame tenders are where lint flyings are thick and doff cans every 30 minutes 8 women speeders doff every 75 minutes. Spinners tend 6 to 8 sides, spoolers doff every 75 minutes. Spinners tend 6 to 8 sides, spoolers 5 sides with 40 spools to a side. Winders doff about every hour - warp creelers have 800 spools to replace every 2 or 3 hours - warper tenders watch 3 beams - Total spindles 22000 in this mill and 65000 lbs. twine per week produced.

10. (continued) (b) Waste picking by 2 colored women and inspecting done by 6 women in the winding room, are the only sitting jobs,- all others stand.

Chairs for spinners and spoolers are waste boxes at the ends of the alleys,-these afford no comfort as they sit on an edge, front edge lower than rear one and box not covered. In the finishing-winding room there were 6 rush bottom chairs for as many inspectors. In the braiding and twisting rooms there were about 6 square-topped stools painted green - waste pickers sat on rough wood boxes. No footrests. Workers were also seen resting on the cement floors of toilets and on the toilet seats.

(c) Aprons are required and provided for spinners and braiders and are renewed twice a year and laundered occasionally free. The apron is small, duckcloth, 2 pockets for waste. Caps are worn by many spinners but not generally by other workers and are not required.

11. (a) Belts and pulleys are adequately guarded by shifters, metal beams, etc.-except for 1 broken shifter in the spool room and for all exposures in the opener, picker and card rooms. Aisles and elevators are guarded.

~~12.~~ (b) Three inside stairways are solid with firm rails, 5 elevators for freight, 10 outside exits with doors opening out. No outside fire escapes. -although 4 stories at one end of building. Fire sprinkler system throughout entire plant. Fire buckets hang on posts everywhere but are covered with lint, and were not half full of water. Two volunteer fire companies, practice regularly. Situated at the rocky falls of the Yellow River, a water race generates 400 H.P. and company has electric generating motors for 1400 H.P. Water is pumped to five 50,000 gal. standpipes and 893,000 gal. reservoir where water is filtered for drinking purposes. Two fire pumps are adequately supplied. Lint is inflammable material. - no inflammable liquids.

12. (a) There are 12 drinking stations at which there are one or two pails, (enamel,granite or galvanized iron,) and a black-handled tin dipper. A man in each department must see that the pails are filled-with all the water supply and pressure.There was only one faucet for drinking water for the women, although there were a few for the men at their wash sinks in their toilets. White sinks permit of draining the waste water through a drain and through a 1" pipe in the outside wall,-or the workers "just throw it out the window."

(e) One sink with faucet just outside toilet for spoolers on the second floor and sinks at each drinking station or 13 in all. Men are said to have wash sinks in their toilets and to supply their own towels No hot water, soap or towels for women - cleaning done by "nigger woman" who is a sweeper also.

(c) Six separate toilets for women ,- 2 in card, 2 in spinning and 1 in winding room - packing room not very accessible to a toilet for 3 or 4 women - All have outside ventilation, white enamel seats, automatic flush every 20 minutes, water - rusty bowls, compartments have no doors, 2 have entrance doors from workroom and 4 toilets have not, but have

12 (continued) (c) inside screen. Man washes down daily with a hose- all have cement floors and drain. Workers say floor is almost always wet. Six toilets, 20 seats for 125 women. Toilet paper in all but wastefully thrown around in 3 toilets - (See last sheet for negroes' toilet). Doors designated

13. (a) No lunch facilities. All but 6 go home in 60 minutes period.

(b) No resting facilities except as described in 10. b.

(c) Wraps hung on wall and post nails. Here and there a cup-board or closet arrangement with hooks but none observed for women.

(d) A case of supplies is kept in the superintendent's office and first aid is said to be administered by the overseers - company has a full time, industrial nurse with a clinic for children in the school building and another in the hospital (30 beds) where there is also a company doctor. Records are kept of all cases treated in the hospital, clinic or in the workers' homes. (Forms attached.) All accidents reported monthly -(form attached)
Firm has these in Macon also - and in plants at Columbus and Reynolds.

14. (a) Superintendent
(b) Overseers
(c) Superintendent
(d) Application blanks used - See form attached.

(e) Mill village has over 500 houses - Porterdale School has 350 pupils, 40 of whom are part time children. Porterdale Mill has 30 of these, 12 boys and 18 girls. Superintendent and general manager both say they are beginning to see the results of their investment in more intelligent workers. Children in school are in all grades up to 10th Workers go to school 3 hours a day and sit with others of same grade and age and take arithmetic English and spelling. After regular school closes for the summer the part timers continue for 3 months and get the other subjects of their grade so that they keep up with their classes. School is attractive outside and in. has large auditorium for Baptist Sunday School on Sunday morning and Methodist and Presbyterian in the afternoon, movies, entertainment. Adjoining is a swimming pool, shower baths, etc. Playground has apparatus. Teachers have about 40 pupils to a room. Cooking and sewing classes are held in the community Building and Reading room, every child having a year of instruction, 1 hour a day, alternating cooking and sewing. No manual training for the boys,- but contemplated. Attendance compulsory. Superintendent knows of a woman "boss spinner" in a mill at Hampton, Ga.

<u>Group Insurance.-</u>
Carried for all Bibb employees - after 6 months employment,- $300. Increases $50 a year to $500. Any 10 year operative has $1000 insurance, for total disability or death.

12. (c) Negro toilet.

There is an outside toilet for the negro women workers of the Porterdale Mill, similar in construction to that at the Osprey mill. It consists of a sanitary shed, one white flush seat, automatic flush, toilet paper and window ventilation,- in good condition. Separate one for men elsewhere.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

36

FACTORY SCHEDULE

(94)

1. Name of factory Kincaid Mfg. Co., No.1 : Address Griffin

2. Product Towels, damask, corduroy. : Person interviewed Pres. A. Little Supt. G. C. Ines

3. Number employed

colored in yard only.

					Total
Men	295 = 277 + 18		Boys	7	302
Women	150	0	Girls	5	155
Total	445 = 427 + (18)			12	457

4. Hours

	Begin	End	Lunch period	Rest period	Total
Daily	6	5:35	45		10 hr. 50 min.
Saturday	6	11:50			5 hr. 50 min.
Shifts					

Regular weekly number of days 6 Total weekly hours 60

Shifts weekly number of periods Total shifts weekly hours

5. Overtime No night or evening work 1920, 1921 except occasionally in shop and yard.

6. Seasonal Steady demand usually. - corduroy weaving temporarily shut down.

7. Wages variable, about ½ price

Pay period 1 week Initial rate paid by day for 5 or 6 wk

Fines Weavers get no pay for all seconds beyond 10% of the quantity they weave. Spoolers have to straighten up their own tangled spools spinners have no fines.

Bonus 35% weekly bonus on 60 hours work, 25% for 55-59 hours; 15% for 54 hours and less - Jan. 1, 1920-Nov. 6. Flat rate of 20% weekly bonus Nov. 8-Dec.11. No bonus Dec.13-25, 1920.

Overtime pay None for women-some in shop and yard.

Vacation - with pay No without pay no vacation

No pay for holidays.

8. Labor turnover Cannot estimate.

House rent @ 25¢ a room-coal sold at low price.

Date Mar. 8, 1921 Agent M.R.L.

9. (a) 1. Two miles from town northwest, no car line. Mill village has 150 houses. All go home for lunch
2. Large mill, entirely occupied.
3. Spacious workrooms, high ceilings.
4. Loom rooms (3 of them) all have narrow aisles, particularly the damask room.
5. Trucks left in aisles.

(b) Have 10 white men sweepers in all.-no scrubbers except about every 2 months when a force of colored women goes through the plant.

Floors in weave rooms black, oily and badly worn. In other rooms only fair condition. Sawdust spit boxes provided and emptied every 2 weeks. Weavers use them most.

(c) Steam heat. Small pipings overhead - Gets best results with temperature at 72o to 76o, humidity a little below the temperature.

(d) Large windows, usually on 2 long sides of room; glass painted on sunny sides. No shades.

Overhead electric bulbs, clear glass bulbs- claims to have 100 pan-shaped green deflectors in towel and corduroy weave rooms and likes them, but chiefly there are no shades. In the damask weave room a semi-local light is needed at each loom on account of overhead structure for pattern cloths-clear glass bulbs and no shades. (Compton-Knowles Looms, 180) Wood beam ceilings and brick walls clean and white throughout.

(e) Natural ventilation probably good. Oblong windows have an additional transom arrangement. Many of these were open and a number were raised from the bottom.

The American Moistening System (Boston) is used which is said to permit opening of windows. On 3rd floor (drawing room and No. 2 spinning room) there are 8 circular ventilators in the roof-need cleaning out as lint collects and hangs from the sides.

10. (a) Dust and lint in the card room and lint flyings in all other rooms except the clothroom. Women creel and doff speeder bobbins, creel spooling frames, creel, tend, and doff universal winders, are beam warpers and warp creelers and tyers-in, weave and spin, loom drawer-in, and fold, cut and hem towels in the clothroom. No special signs of speeding. Damask weave room so constructed that women appear to work within the loom, surrounded by a forest of machinery and a tremendous roar of sound. The building throbs like a ship propelled at top speed. There are 650 looms in No. 1 weave room (towels), 350 corduroy looms, and 180 damask looms, and 339 looms in No. 3 weave room.

10. (continued) (b) None were hemming towels at time of inspection but believe this is a job at which they sit. Some of the towel cutters were trimming the selvate of towels rolled into a bale of 1 foot diameter and were sitting on piles of toweling. No sitting jobs in the rest of the plant. (See 10a for names.) Women in their few spare moments sit on waste boxes or the edge of trucks. In the damask weave room there were about a dozen short four-legged stools. Other weave rooms had some cast iron seats attached to the looms with a spring that makes them fold back. Superintendent claims there is one seat to every 12 looms. No one was using them. Saw no foot-rests

(c) No uniforms required. Net caps furnished free every once in a while. All women wear them or some of their own.

11. (a) Machinery seemed to be very thoroughly guarded. All looms have safety rods and superintendent says he has had no accidents in 15 years. Has but 2 smash hands for 1519 looms - Belts and pulleys had shifters at exposure points. Damask weave room had most belts but not in aisles. Much electric motor power is used. Elevator shaft guarded by automatic gates.

(b) Two stairways, solid with firm rails are at the ends of the main structure. At two different parts, owing to grade of land, there are half basements or 3 stories. One of these ends has a stairway. The other should have a fireescape. Superintendent has given some thought to this but nothing has been done.

Exits clear so far as could be observed. Automatic sprinklers provided throughout the plant. Fire buckets hang on every 3rd post. Insurance requires they shall be "brimmed" every week. Company has 2 fire pumps and a standpipe - will have volunteer company and fire practice in May. Is outside city limits and depends entirely upon own efforts in case of fire.

12. (a) Drinking facilities are distributed in 11 different places,- each room and consist of two enamel pails of well water, set on a shelf with a board cover that folds down over the top of each. A tin dipper hangs on a hook and waste water is thrown into a wooden trough just below that is drained into a main pipe. Plant has a large driven-well and pump,-covered and roofed.

(b) Washing facilities consist of the drinking equipment - no basin or sink but a wooden drainage trough - no faucets. towel or soap. Men sweepers take care of water supply.

(c) (1) Separate toilets for women, on each floor and fairly accessible- all have outside windows, partitioned without doors, no entrance door but an inside screen -Men sweepers take care of them - construction of seats is like that in surface privies, but have a flushing device, somewhat out of order - Not enough power to the flush and one toilet was in foul condition,-choked up with cotton waste as there was no toilet paper. Floors covered with tobacco spit. (all workers seem to chew tobacco and many use snuff.) Agent called attention of President of the company to this condition and he ordered supt. to attend to it.

(continued) (c)

2. Five toilets for women from one to 3 seats in each,- 9 seats in all.

3. 9 seats for 150 women or 1 seat for 17 women.

13. (a) No lunch room - workers go home in 45 minute period.

(b) No rest room.

(c) Only wall hooks in the different rooms at convenient places, for workers' wraps.

(d) Superintendent says the bookkeeper in the office has some first aid supplies and knows how to administer them. Not much used. Would call doctor if needed.

No records.

14. (a) Superintendent and overseers hire.
(b) Overseers fire.
(c) Superintendent transfers.
(d) No records nor application blanks - verbal entirely.

(e) Beginners are started in as helpers to the others company furnishes a building and supplies for a village school and the county furnishes the teacher. Knows of textile courses at Atlanta Technology and has 3 of their loom fixers and weavers there taking the course. President of the company knows nothing of part time schools.

No women in any supervisory jobs.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

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FACTORY SCHEDULE
Athens.

1. Name of factory Southern Mfg. Co. Address Athens, Ga.

2. Product Cotton flannel, heavy Person interviewed P.S.Pond, Asst.Mgr.

3. Number employed

						Total
Men	244 wh.	28 col.	Boys	2 wh.	246 wh. 28 col.	274
Women	136 wh.	8 col.	Girls	11 wh.	147 wh. 8 col.	~~429~~ 155
Total					393 + 36 =	429

4. Hours

	Begin	End	Lunch period	Rest period	Total
Daily	6:30	6:10	40 mins		11
Saturday	6:30	11:30			5
Children ~~Shifts~~	7:30	4:30	1 hr		8
under 16	6:30	11:30			5

Regular weekly number of days 6 Total weekly hours 60
Children under 16.
~~Shifts weekly number of periods~~ Total shifts weekly hours 45

5. Overtime None.

6. Seasonal ~~[illegible]~~. Steady. Slack or closed Nov and Dec of 1920. First time in history of mill.

7. Wages
Pay period week. Initial rate $2 day last year. Hire only ~~Experienced now.~~

Fines For spoiled work at times. Not regular.

Bonus 1920. 10% of earnings for full attendance, paid weekly. No bonus now.

Overtime pay None.

Vacation - with pay None. without pay Day or two at time only is practice.

8. Labor turnover None.

Date Mar. 7 and 8, 1921. Agent E.Benham M.Robinson

9. (a) Occupies four brick buildings, some of which are connected by bridgeways. Buildings consist of 2 stories and in some cases a basement. Buildings on hill-side and all basements are above ground. Mill located on edge of town in a mill community, a quarter of an hour's ride from the center of the town.

The work rooms are spacious with sufficiently high ceilings and aisles wide enough except perhaps in the weaving room where workers may have to walk between looms separated by narrow aisles where unguarded wheels are on the aisle.

(b) Colored men and women sweepers at work all the time, sweeping and and mopping, occasionally scrubbing. Girls clean lint off of their own machines, during working hours.

On the whole rooms were fairly clean with walls painted white. The day's accumulation of lint and waste on the floors throughout but the floors were fairly clean for most part, some looked as though rather recently scrubbed. In the two basement rooms and in another room some dirt was caked on the floor. Occaionally it was apparent that the workers had spit on the floor. The manager said the women used snuff.

(c) Heating by steam pipes throughout, running the length of work-rooms near ceiling. Quite adequate.

(d) Rooms have many windows usually on three sides, with ground glass panes, throughout except in two rooms, where picking was done. Here the glass was plane. The windows have upper sashes on side pivots. In the weaving room and room for carding and spinning here are white canvass curtains on rings on the side where there mightbe a glare from the sun. On the top floors there are occasionally sky lights. Natural lighting adequate. No glare noticeable.

Artificial lighting varies slightly in different rooms and for the kind of work done is probably adequate. For the most part the electric lights are placed at regular intervals close to the ceiling, some ten feet above the workers head, usually with shades, sometimes however without shades. Most of the rooms had some lights with and some without shades. In one spinning room the lights seemed rather irregularly placed, but were doubtless so arranged for the work. A carding room, and sorting room and spinning room, had bulbs.without shades near ceiling. In weaving room all lights with shades at regular intervals.

(e) Ventilation from many windows with top sashes on side pivots adequate throughout, also an occasional sky light on top floors.

In several carding rooms a special ventilator in the ceiling was noticed, where the outside wind effected a sort of exhaust by means of a fan shaped arrangement. Humidifiers throughout which worked automatically, sending forth a fine spray whenever the air reached a certain dryness. The humidity did not seem objectionable.

10. (a) One girl, who was drawing-in, would probably have a strain on her eyes.

(b) All girls except the drawer-in stood and walked at their work. It might be possible that they could have a few minutes leisure occasionally as several girls in a warping room were seen sitting in a window sill. No seats were seen throughout except two stools, and three chairs in room where drawer-in was at work. She was occupying one of these which had a cane seat. The other two had cane seats and backs, and were probably used by other drawer-in, when at work. No foot rests.

(c) None.

11. (a) Many unguarded side and overhead belts, also unguarded wheels throughout, some of which are located on aisles where girls pass. In the weaving room there are side belts coming up from the floor which seemed especially dangerous in the matter of catching skirts. In this room there are also unguarded wheels about a foot and a half indiameter on narrow aisles where the loom picks shoot out and back, and where a worker in avoiding picks might get caught in a wheel unless she were careful.

There was much lint in the cording and sorting rooms, and in a spinning room where women were at work. The lint in the sorting rooms would seem especially hazardous since it comes from waste that is gathered up from the floors of the work rooms and is mixed with dirt, etc.

(b) In Mill No. 1 there is one stairway, a wooden stairway, with wooden hand rail on outside. In Mill No. 2 the wooden stairway with wooden hand rail is on a brick fire well, shut off by fire doors. Also fire doors between work rooms. In Mill No. 4 there is a fairly narrow wooden stairway with wooden rail from basement to first story, and a broad double stairway of wood and wooden handrail, partly enclosed by a partition.

Mill No. 3 No stairway necessary (one story). Entrance doors open in. No fire escapes. (2 story buildings only). Overhead automatic sprinkler. Fire buckets, and extinguishers.

12. (a) Faucet over sink in work room one on each floor of each building, usually centrally located. Coil of pipe in tank so water may be cooled in summer. Common tin dipper.

(b) No washing facilities provided except faucet where drinking water is obtained (12a). Water runs into rough sink. Cold water, no soap, or towels. Woman in carding room said they got a bucket of hot water from engine room and supply own soap and towels. "You can't get this off" indicating grease on hands "with cold water." No doubt others do the same. Asst. mgr. stated he did not know where they washed.

12. (c) Mill No. 2 - Womens toilet on second floor not inspected. No women work there just now. Carding room. One on first floor, off spinning room, used also by warpers in adjoining room.

Mill No. 1 toilets on second and third floors, entered from mule spinning rooms. Women all in carding room adjoining, must cross own room and go half length of mule spinning room to reach it. Passage between spinning frames and wall narrow, at one spot must watch closely to avoid an unenclosed belt running from ceiling to near floor on machine. Basement winding room, toilet for these women entered from out of doors. They have perhaps 150 ft. to walk.

Mill No. 4 - Basement, 1st floor, sorting. These women cross driveway to toilet entered from out of doors. Second floor, one toilet for women carding and spinning. Weave room - One toilet near one end of room. All toilets similar in arrangement. Completely enclosed but with no door except two out of doors. An eight ft. screen before the entrance inside toilet room. All have windows for light and ventilation. Seats not screened from each other. Type that flush at regular intervals. No odor. Cement floors. Two out door toilets have doors, but no screen. Cleaned by regular cleaners in general cleaning. Both swept and scrubbed at intervals. Some floors were spit upon, one had toilet paper strewn upon it., but all showed they were regularly and thoroughly cleaned. Toilet paper furnished in all. All designated but one out-door toilet used by mill No. 4.

2. Mill No. 2, 3 seats, No. 1, 1st floor, 3 seats, 2nd floor, 1 seat, basement, 3 seats. Weave Room 4 seats. Mill No 4 - basement 2 seats, 2nd flor 3 seats

Total 19. 3. About 8 women to one seat.

13. (a and b) No lunch or rest room.

(c) Nails on walls of workroom all the provision seen for wraps. Asst. Mgr. didn't know.

(d) 1. Complete first aid cabinet in office. In charge of anyone there.

2. Hospital room with bed, wash stand, and scales - very bare. Furnished last week started. Used as infant welfare station by Red Cross nurse twice a month. Stated not used for employees - In office building.

14. (a and b) Dept. heads or bosses.
(c) Dept. heads or bosses may consit and transfer.
(d) None. Are planning some.
(e) Foremen.
(f) No forewomen.

Asst. Manager wished statement to be made in connection with wages, that mill owned about 125 houses (4 rooms each with plumbing) rented to employees at $5 a week, rent lower than general rent in neighborhood it was said. These houses were all occupied, and accommodated a large proportion of employees, but not all.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

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(94)

FACTORY SCHEDULE

1. Name of factory Bibb Mfg. Co. Payne Mill. Address Macon

2. Product Yarn for carpet warping. Person interviewed Supt. Thomason

3. Number employed Feb. 1921

				Total
Men	241 (25 col.)	Boys	0	241
Women	146 (21 col.)	Girls	0	146
Total	387		0	387

4. Hours

Daily Begin 7 End 6:40 Lunch period 40 Rest period 0 Total 11

Saturday 7 12 - - 5

Shifts None since 1920.

Regular weekly number of days 6 Total weekly hours 60

Shifts weekly number of periods - Total shifts weekly hours -

5. Overtime None for individuals, 1920 and 1921.

Had night and day forces in 1920, 12 months.

6. Season Steady work. Buy constantly and contract for the future.

7. Wages

Pay period 1 week Initial rate Piece and hour basis

Fines None (night workers received 10% extra).

Bonus None since Nov. 30, 1920, except an annual Aug. 31 bonus of 5% for 3 years service, 6% for 5 years, and 12% for 10 years. Feb. 1 - Nov. 30, 1920 a regular weekly bonus of 10% on weekly earnings.

2-12-21

Overtime pay --

Vacation - with pay No without pay No regular vacation

8. Labor turnover No figures. Considerable in boom times but much less now.

Date Feb. 22, 1921. Agent M. R. Lane

Bibb Mfg. Co. Payne Mill. Macon

9. a. 1. Employees live in mill village, if white, - colored live near by; do not come on cars.
2. One story brick building, entirely occupied by firm.
3. Spacious rooms.
4. Aisles of usual width. Some called "alleys" no obstructions except occasional wheel box-truck.
5. No crowding.

b. Floors all hardwood slightly oiled to hold down lint. Swept 4 - 6 times daily, 12 sweepers; 4 scrubbers, 1 devotes entire time to washing floors with scrub broom. Probably no accumulation of lint.

c. Steam heat, pipes along ceilings - adequate.

d. 2. Electric light, clear bulb, thruout for overhead nearly all have green deflectors pan shaped. None local. Frequently spaced.
1. Natural light on 2 sides of each room, glass tinted for shading, layout of plant equipment was planned to make use of natural light. White wood ceilings and white brick walls clean and in repair and natural lighting.

e. 1. Desired temperature 60 degrees and humidity 90 degrees. Chiefly natural ventilation but front part of building - twisting room - a large skylight has transom windows.
2. Humidifiers distributed through carding and spinning rooms. Lint a special problem in the carding room but somewhat reduced by system of vacuum cleaning.

10. a. 1 pick sweeper, 1 waste picker, 4 card brushers, 11 drawing frame tenders, 5 slubber tenders, 4 speeder tenders, 6 twister winders, 6 doffers, 33 spinners, 33 spoolers, 4 sweepers, 4 scrubbers. Total 112. Spoolers, spinners, doffers, speeders, tenders, and twisters are white. Lint is special problem in the pick, card and drawing rooms where the women wear caps and face cloths. Slubber and speeder tenders bend over a great deal. Nurse says they complain of back ache. There is some lifting for these workers also when doffing full bobbins. Almost constant standing for speeders, spinners and spoolers and close attention for broken threads. Humidity in all rooms especially draing, spinning, twisting.

b. 1. None of the work is done while sitting in this mill.
2. All stand, with more or less moving in aisles. (See 10a)
3. No seats observed; 3 girls were resting on the edge of trucks, boxes, and a small bench near a wall.
4. No foot rests.

c. No uniforms required, worn. Cloth wound around head in picker, carder, and drawing rooms.

11. a. In picker room are many belts and pulleys unscreened. Supt. intends to have this done. Only 1 woman sweeper in this room. Direct drives and motors on other machines well screened or encased.

11. b. No escapes for 1 story building. Have a hose and ladder company at the plant; practices weekly and is incorporated with the City system. Raw material is inflammable in half the area of the mill, until spun and twisted. Doors open out.

12. a. Drinking facilities consist of tank and tin cup in each section or work room - cooled in summer. Many employees have their own cups or tumblers.

b. 1. Washing facilities - a sink at each cooler, and a faucet; fair condition. Also a large white sink in each of 6 toilets in fair condition.
2. One scrubber does nothing but sweep and take care of 12 toilets daily, and other wash sinks.
3. No hot water.
4. No soap.
5. No towels.

c. 1. Toilet rooms adjoin each workroom, thoroughly painted white 4 times a year. Each has 2 windows, 4 seats with partitions and doors. No entrance door but a twist in passage way with a screen. Separate but adjoining mens toilets. Cleaning daily (see 12b-2) Toilet paper in all. Colored women's accomodations the same as the rest. Automatic flush every 10 minutes . Fair condition, construction good. Doors designated.
2. 24 seats in 6 toilets of 4 each, for 112 workers.
3. One seat for 4 or 5 workers.

13. a. No lunch room. All go home to adjoining mill village.
b. No rest room, easy chairs, etc.
c. Wall hooks for wraps. Also hung on toilet partitions,
d. Company has a "welfare workers' house" near by in the mill village and an (1)(3) industrial nurse, (2) "clinic room" and 2 doctors on call. (5) Records kept, see forms attached. Daily report sent to main office.

14. a,b,c. Employment etc. entirely by superintendent.
d. Individual records formerly kept and abandoned because of turnover.
e. New workers are assigned as helpers.
Knows of courses at Georgia Technology at Atlanta but none in public schools or evening classes. Thinks there's a class at the Willingham mill in Macon.
Mill village has 500 population, primary school, a church, and an auditorium for movies. No ideas on instruction in available space.
No women in supervisory positions.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

39

FACTORY SCHEDULE

1. Name of factory Bibb Mfg. Co. "No. 1" Mill
Address Macon.
2. Product Yarn for knitting, rope stock twine, etc.
Person interviewed ~~Mr. John Porter, Official~~ Mr. Pitman, Genl. Supt. Mr. Green, Supt. No. 1

3. Number employed

					Total
Men	85 (15)	Boys	0		85
Women	125 (11)	Girls	0		125
Total	210		0		210

4. Hours

Daily	Begin 7	End 6:40	Lunch period 40	Rest period 0	Total 11
Saturday	7	12	-	-	5
Shifts	None since 1920.		-	-	

Regular weekly number of days 6 Total weekly hours 60

Shifts weekly number of periods-- Total shifts weekly hours--

5. Overtime None for individuals, 1920 and 1921.
Had night and day forces in 1920, 12 months.

6. Seasonal Steady work.

7. Wages
Pay period 1 week. Initial rate Piece and hour basis.
Fines None. 1920 Night workers received 10% extra.

Bonus None since Nov. 30, 1920. Annual bonus payable 8/31, for 3, 5, and 10 years service.
Regular weekly bonus of 10% of weekly earnings Feb. 1 to Nov. 30, 1920.

Overtime pay --
Vacation - with pay No. without pay No regular vacation.

8. Labor turnover No figures. Considerable formerly but reduced force now and very ~~little turnover.~~

Date Feb. 22, 1921. Agent May R. Lane.

Bibb No. 1. Cotton Mill. Macon.

9. a. 1. Workers live in mill village except colored help. Plant is within main part of city.
2. Mill has 2 stories in part of it. Large brick building fully occupied. Is the original Bibb plant.
3. Spacious workrooms.
4. Aisles and alleys of usual width.
5. No crowding in a yarn mill probably.

b. 1. Card, spin, spool and twist sections all have their own sweepers and scrubbers, 3 to 6 in each. Full time work.
2. Lint controlled. Floor not as clean as at the Bibb Payne Mill. Vacuum hose for cleaning card machines, takes out 75 per cent of lint.

c. Steam heat, overhead pipes. Adequate. Controlled so that room was comfortably cool.

d. 1. In main plant, 1st floor there were windows on two long sides, clear glass,-curtained in summer. Overhead beams and brick walls painted white,-clean.-and about a dozen or 15 sky lights. Good lights in all parts of room. In shipping and finishing room windows are on one side only.

2. No local electric lights but moderately spaced overhead. No green deflectors and only one row, nearest the window has the bell shaped glass deflectors. Supt. agreed that aritificial light would be improved by shades. No shades in other rooms on 2nd floor.

e. Natural ventilation by windows and doors. Supt. thinks can't have artificial ventilation and preserve proper temperature and moisture. Uses special solution in humidifiers,-odorless but purifying. Lint not controlled in picking,grinding, card and drawing operations.

10. a. Lint a special problem for card "hands" doffers or "alley girls" and for drawing frame tenders and speeders. There is <u>bending down</u>, <u>reaching up</u> and <u>light lifting</u> of bobbins and spools for spinners and spoolers. 11 hour day.

b. 1. Waste pickers sit on the edge of trucks and card speeders may sit occasionaly. Swifters or reelers of skein yarn may sit so as to watch more carefully for imperfections.
2. All others stand and move about some what but must give close attention to work as neglect of machines means loss of pay on piece rates.

1. Macon.

10. b. 3. Several low, single benches observed at end of aisles and near walls. 2 women were resting.
4. No foot rests observed.

c. Workers provide their own white head dresses for carding, drawing, speeding, sweeping and scrubbing occupations.

11. a. All belts and pulleys well guarded with shifters, metal cases, etc. Card machines have exposures on ends but workers only work at front and back and not at ends. Picking and grinding rooms have exposures but no women are employed.

b. Only one short flight of stairs, solid,-no rail-not much used. No firescapes. Water buckets well distributed thru building, refilled monthly. Automatic sprinkler system also. Raw cotton inflammable until spun and sometimes have hot box in covered shaftings and wheels of spinning frames.

12. a. Drinking facilities consist of 5 tanks, water cooled in summer. No cup. Workers have their own tumblers if they want to drink. Located near side walls.

b. Washing facilities at each drinking place (5) consist of white sinks, clean. Scrubbers care for them. No hot water, soap or towels, Also in each of two toilets.

c. 1. Toilets are separate. Two side rooms, accessible to all workers. 3 windows each, partitions but no compartment doors and no door to entire toilet but a screened entrance. Automatic flush every 10 minutes. Toilet paper supplied.

2. Two toilets.

3. Eight seats in each or 16 in all for 125 maximum women or 1 seat for 8 workers.

13. a. No lunch room. Mill village near. 40 minutes for lunch.

b. No rest room, nor easy chairs.

c. Wall hooks only for wraps. Supt. says "They drive their own nail." Some restriction, however, as to area permissible for nails. Wraps were not hung in the toilets.

d. Welfare house in mill village has a clinic room and trained nurse in charge. Free medical service for all but obstetric cases. Daily reports by nurses who visit homes, etc.

e. New auditorium for movies, clubs and future part time classes ready for use.
Firm carries $500 group insurance for every employee for any length of service.
Village homes rent for 25¢ a week per room. Most are 4 room houses

13. e. at $4.00 per month. Coal sold by the firm at wholesale cost. Men constantly at work caring for rubbish, grading, repairing, etc.

14. a,b,c. Overseers have entire charge of employment.

c. The superintendent would have charge of transfers between mills. This seldom occurs as mills are not near each other.

d. An application form is used but no other records. (Could not get blank. None available at 3 places.)

e. No instruction classes in Macon. (Part time classes in Columbus.) Porterdale is the pride of the company; has a school of 600 children, a village of 5000 workers and families, part time classes, etc. No forewomen or "section hands" in this plant.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

FACTORY SCHEDULE 40 (94)

Cedartown

1. Name of factory Cedartown Cotton & Export Co. : Address Cedartown

2. Product Hosiery and underwear yarn : Person interviewed Mr. Brumby, Supt.

3. Number employed

				Total
Men	143 w. 20 c.	Boys	8	171
Women	92	Girls	14	106
Total	255		22	277

4. Hours

Daily Begin 6:30 End 5:15 Lunch period 45 Rest period ____ Total 10

For children

Saturday 6:30 11:30 ____ ____ 5

The children's beginning and ending hrs. vary according to no. in dept

Shifts

Night 6 p.m. 6.a.m. none 8 hr.childre

Regular weekly number of days 6 Total weekly hours 55 12 hr. night regular.

Shifts weekly number of periods 4 Total shifts weekly hours 48 Total night 45 for children.

5. Overtime None

6. Seasonal No.

7. Wages

Pay period weekly Initial rate Couldnt give any definite amt.-thought might be about $1 a day.

Fines No system -occasionally speeders had been fined a little, $.15 or $.20 for bad work-no record of this seen on pay roll.

Bonus None at present. In 1920 10% of weekly wages for attendance.

Overtime pay -----

Vacation - with pay No without pay permitted

8. Labor turnover No figures

Date Apr. 6, 1921 Agent M. Robinson

9. (a) Occupies two one story and one two story brick buildings. About one half mile from center of town, and in mill community, ceiling high enough, aisles a little wider than usual. Plenty of space. No crowding.

(b) Sweepers (men and boys) working constantly in every department. Scrub about once in two or three weeks;clean.

(c) Steam heat. Pipes overhead. Seems adequate.

(d) Mill No. 2 windows on two sides, no curtains. Glass frosted unshaded electric lights about 4 ft. from ceiling. Clear glass bulbs. Lights near center of room could be turned on independently of lights on sides of room if necessary.

Mill No. 1 Main room, windows on three sides. Two skylight like partial saw belt in roof, lighted center of very large room, glass frosted. Lights at regular intervals throughout room about 4 ft. from ceiling, about half, or one side of room the lights were shaded, clear glass bulbs.

No. 1. Smaller building, windows on three sides, unusually well lighted, room about 75 ft. wide. Glass frosted, shaded electric lights at regular intervals about 4 ft. from ceiling. Bulbs frosted.

No light burning on bright day.

(e) Natural ventilation, pivoted windows. Ventilators (no exhaust) in roof of two buildings of mill No. 1 open in summer. Humidifiers automatic. Humidity seemed excessive in mill No. 2. More lint than ordinary in carding room, mill No. 2.

10. (a) Speeding. Possible strain in tying threads. 4 ranks. Hazard of rapidly moving speeders.

(b) All stand or more with occasional opportunity to sit. Mill No. 2. Small wooden benches at ends of some of frames. Boxes used for waste at ends of other frames, may be used as seats. These can not be moved fasted to floor and were very close to side belt. Seats of one sort or the other at end of every frame.

Mill No. 1. Main room small round stools fastened, to floor at irregular intervals, some at ends of frames, some near post that might be used as back. Small building No. 1. no seats. Boxes that might be used as seats.

(c) Some caps and aprons. None furnished.

11. (a) Unenclosed side belts in all rooms. Belt wheels well guarded. Overhead belt unguarded near center of one room.

(b) Stairways wooden with wood rail in fire well-fire doors. All women on first floor. Doors usually opened in. One observed opening out automatic sprinklers, and fire buckets, usual inflammable material.

12. (a) Bubblers, unsanitary type convenient in all workrooms. Coils of pipe in tanks for cooling.

(b) Sinks in each toilet room. Cleaned daily in general cleaning of toilet by janitor. Some clean;one coated with black deposit. Room not yet cleaned for day. No hot water. No soap or towels.

(c) Four toilets, one in Mill No. 2. Two in main building of No. 1 one in smaller building of No. 1. Two of same type. In alcove, beside men's toilet. Enclosed in 8 ft. partition with door with straight screen in front of door. One same but with no screen before entrance. One was in completely enclosed room, with door at entrance which was standing open, and an inner 8 ft. partition with door. In all cases the toilet was a straight trough continuous with that in men's toilet on opposite side of partition. Wooden seats above this trough. No separation between seats. Toilet flushes automatically about every 7 min., statement of manager. Cement floors with drain. Cleaned by colored janitor about three times a day during work hours, puts up sign while cleaning. Flushes floors and scrubs seats. First toilet inspected was very dirty, floor wet and messy with paper tracked into dampness. Seat wet and slimy. Evidently not yet cleaned that day. Other toilets clean. Seemed recently cleaned. Two other floors wet, one due to imperfect slope, one to recent cleaning. Toilet paper furnished. Windows in all toilets. Two toilets designated,and two not. Impossible to know which was women's toilet in latter case.

2. Mill No. 2, 2 seats. Mill No. 1. Main building, two toilets, 3 seats each. Small building 3 seats, total, 11 seats.

3. About 10 women to one seat.

13. (a) and (b) None.

(c) Small dressing rooms one or more in each work room enclosed in 8 ft. partition, with windows. Nails or hooks on walls. Seemed ample space. Metal lockers in small building of mill No. 1. Cleaned daily in general cleaning of workrooms. Clean.

(d) First aid cabinets, one in each mill No. 1 in superintendent's office with superintendent in charge. No. 2. In roller shop. Rolling man in charge. Remedies and bandages. Girl seen setting something out of one cabinet. No records.

General superintendent.

14. (a) & (b) Interviews all applicants, consults with superintendents and overseers. General superintendent is final authority.

(c) Overseers arrange between themselves for transfer.

(d) No records.

(e) Overseer gives some instruction, then places with experienced employee.

(f) No forewomen.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

(41)

FACTORY SCHEDULE

(94)

Bibb-Mfg. Co. P

1. Name of factory Osprey Mill
Address Porterdale, Ga.
Supt. Woodruff -
Person interviewed Bk-kr. Carroll

2. Product Tire fabrics, trot lines and sail twine.

3. Number employed

Men	146 = 134 wh + (12) colored	Boys	4	Total 150
Women	94 = 80 wh + (14)	Girls	6	100
Total	240 = 214 wh + (26)		10	250

4. Hours

	Begin	End	Lunch period	Rest period	Total
Daily	6	6	60 min		11
Saturday	6	11			5
Shifts					

Regular weekly number of days (6) Total weekly hours (60)?

Shifts weekly number of periods Total shifts weekly hours

Now Mon. Tues. Wed. Thurs. 44 hr. wk. since. Dec. 1920.

5. Overtime None for women. Nightwork in 1920 for 60 women 6 p.m. -6 a.m. --60 hrs.-(actually 55 hrs. plus 10% night ~~hours~~. 1 hr for lunch. 11 hrs night. bonus.

6. Seasonal No

7. Wages
Pay period 1 week. Initial rate Beginners paid by hrs.-about 2/3 of regular piece or twine rate.

Fines None-except for 14 and 15 year olds,-docked, for unnecessary absence from school, 2¢ in rate of pay per hour for entire week.

Bonus Weekly bonus 10%, Feb. to Nov. inclusive. PR date 12-18-21

Annual hours 8/31 5% for 3 yrs., 6% for 5 yrs., 12% for 10 yrs. service.

Overtime pay Same as regular rate, if ever there is any overtime.

Vacation - with pay No without pay No vacation.

8. Labor turnover No figures.

Date March 16, 1921 Agent M. R. Lane

(a) A large mill shaped like a letter F, with two new ends completed and machinery partly installed - accessible to workers, all of whom live in Porterdale and go home to lunch - all ceilings high, aisles of good width, - building a 2 and 3 story brick structure. Located on hill, 5 minutes' walk from the "Porterdale Mill," generates own electric power and no water power used.

(b) Eleven sweepers give full time to cleaning workrooms and toilets A special force is frequently got together for cleaning stairways - floors in this mill are not water-tight, so impossible to scrub with machinery - an automatic sweeper machine is used in the spinning room, where machines are open, to the floor. It is pushed by a man like a plow and a fan blows the lint thru into the next aisle-In this aisle, and slightly behind the man operating the sweeper in the next aisle, a colored woman pushes two brooms before her and piles up the lint at the end of the aisle-Then the operator goes down the aisle where the brooms have removed most of the lint and his machine blows the remaining lint thru into the next aisle.

The picker and card rooms are remarkably free of ling flyings - each machine has an inside motor fan that blows the dust and lint down through a floor pipe-beneath the entire first floor the basement is a "dust pit," with cement floor, and the current of air blows out to one end of the pit where there is a "dust tower," the size of a small room but extending above the third story. The dust and lint pour out of this tower and relieve the atmosphere in the card and picker room. The card machines are "stripped" with a vacuum hose attachment.

Spit boxes are plentiful in the weave and twisting rooms where men are chiefly employed - Other floors not entirely free from expectoratio

Most machines have zinc strips beneath them to prevent oil from going through the floor, but the aisles are uncovered. Floors in the old part are oily.

A negro sweeper was operating a roving waste machine that reminds one, as to make up and size, of a candy enrober. a travelling wooden apron carried the waste into the machine, the operator spreading it out somewhat - On the doffing side the cotton was rolled in a ribbon lap and taken back to the card machines to be made into sliver again. Hand waste picking is a dirty, disagreeable job, but machine picking of roving waste is clean work and is done while standing.

(c) Heating is accomplished by means of overhead steam pipes entirely- temperature seemed too high in the spinning room at 82% and humidity 88% but ventilation relieved the situation.

(d) High windows, the 4-light type, were in the old part and factory windows with steel frames in the new ends- ribbed glass everywhere also white hanging curtains for keeping out strong sunlight; they were clean and full draped-No local lights needed. Overhead electric bulbs, with clear glass, had ribbed, bell-shaped shades throughout, except that the twister and weaver rooms were fully equipped with pan-shaped green deflectors. All beams, ceilings and brick walls painted white, with dark green wainscoating.

9. (e) Window sections swing on axes - "Monitor" systems very satisfactory, with automatic chain regulators, all through the second floor, for weave and cloth rooms, twisting room, two spinning rooms, a warp and a spooling room- a minimum of lint and dust on first floor card, picker and comber rooms because of dust pit and tower (see 9b). The American Moistening System is used and is more modern than in the neighboring "Porterdale Mill," yet does not have the special inner paddle fans of the newest type.

10. (a) No speeding discoverable-cards doff every 2 hours- 7 drawing hands doff every 30 mins., 3 speeders every 40 minutes-spinners tend 8-10 sides 120 spindles to a side. Spoolers tend 1½ sides, 50-75 spools on a side. Warp creels run out every 7 or 8 hours-warper tenders tend 4 beams and can rest a third of the time as the warpers stop automatically if the creel threads are not running properly.

30,000 pounds of tire fabric per week are produced, of five different degrees of closeness of weave. 19200 spindles now, and will have 48000 in June - Have 104 looms now and will have 160. Two women weavers tend 4 looms each. The cloth inspector works a boot treadle and trims selvedge all day.

(b) Sitting jobs are hand waste picking-splicing 3 ply cord is also done while sitting up to a workstand. Two partly filled spools are "spliced" or tied in 3 different places to avoid one, thick clumsy knot, then a respooler takes the two spools and empties one into the other. All other jobs are done while standing. Waste boxes with open tops and the edges of trucks are used to rest one-4 warper tenders have square, low stools. A cloth inspector has a waste bench to sit on, but also stands at work to save reaching. No foot rests.

(c) Caps are worn by a few, here and there, but less than usually seen in plants. Spinners and spoolers have pocket aprons of their own, or wear the canvas ones provided by the firm at intervals.

11. (a) As usual, belts and pulleys are completely unguarded in opener, picker and card sections. In spinning and spooling sections, shifters are guards and aisles are protected. Combers and drawing frames require no guarding. Looms have rod guards.

(b) No exterior fire escapes for a 2-story building,-3 stories at one end, but 4 inside stairways are of cement and steel construction. Five elevators have automatic gates and automatic, roll-top, fire doors. 14 exits on first floor and doors open out. Sprinkler system everywhere. Fire buckets ready for action-5 village stand pipes, reservoir, fire company, etc. as given in Porterdale Mill schedule.

12. (a) Drinking facilities consist of city water system and sanitary bubblers in 8 different section rooms-Entire plant provided with these though not yet connected. Meantime each toilet has a sink and faucet and common dipper-fastidious workers sometimes have their own tumblers.

(b) Washing facilities in each of 8 toilets for the women-two faucets and galvanized iron (in old part) or white enamel sinks (in new parts)-No hot water contemplated-nor any soap or towels provided.

(continued) (b) Toilets are separate, white seats, automatic flush, in repair, toilet paper, window ventilation in all-sweepers clean and a man washes down daily-cement floor and drain - no compartment doors and no entrance doors but are inside screen- 4 new toilets have ordinary flush and white tile brick and compartment doors. 8 toilets, 4 seats each or 32 seats for 100 women now and 150 in June when new quarters are to be utilized. Old mill built in 1917 so sanitation is modern and adequate - new toilets approach ideal conditions. (See end for negro toilet.)

32 seats. about 3 women to one seat Doors Designated

13. (a) No lunch facilities - 60 minutes noon hour for all to go home.

(b) No rest room, easy chairs, etc.
(c) Wraps hung on convenient wall hooks.
(d) First aid case kept in the "office"-overseers administer sometimes. Company has full time industrial nurse-and a clinic every afternoon from 2 to 5 p.m. Doctor on hand daily for home visits and hospital and clinic duty-30 bed hospital and operating room available. Application blank enables the superintendent to eliminate undesirable candidates or else to require treatment. Records kept and attached to Porterdale Mill schedule.

14.(aSuperintendent hires.
(b) Overseers have full power to discharge.
(c) Superintendent transfers.
(d) Application blank has much personal and family data.

14. (e) School and classes described in other schedule. I.C.S. courses were being taken by many operators up to last Christmas. - course costs from $80 to $125. Adults are deficient in mathematics and English and find the course difficult. Principal of school has started the course and learned to but doesn't care particularly for machinery. Says she would like to see a cotton course in such shape that teachers could use it. Mr. Porter wants practical training put into the part time course.

12. (c) Negro toilets. Most negroes work on the first floor. not 50 feet from the mill there is a village laundry whose workers are on the Bibb payroll and who are colored women. There is an outside toilet accessible for these 20-25 colored women (14 in the mill.) This has one white, flush seat, automatic flush, toilet paper, window ventilation, in good condition- separate for men but in same building. 2 1 seat 3. 20 & 25 women & one seat

No screening except front door -

Village Laundry.

Separate, brick building, within 50 feet of "Osprey Mill." Running only 3 days of week, since mills run short time. No opportunity to observe women at work but plant inspected.

White ceilings and walls throughout,, clean and in repair Factory windows, steel frames, swing sections, ribbed glass, white, full-draped curtains. Overhead lights have clear glass bulbs and ribbed, bell-shaped shades.

Monitor ventilation, such as mills have, in addition to factory windows. No exhaust fans ~~on~~ nor hoods,-probably not necessary.

Cement floor throughout and adequate drainage in the washroom - wooden platforms at all ironing stations.

3 extractors guarded-Belts and pulleys at a maximum and shifter guarded. One story brick building,-sprinkler fire protection.

Hydrant and dipper at the set sink and inverted faucet makes a bubbler.

Flat wash finished for 12¼ a pound. -shirts by the piece.

*Mill collects waste, pickings, etc. and makes them over into waste for cleaning machinery, automobiles, etc.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

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FACTORY SCHEDULE

Augusta

1. Name of factory Riverside Mills. Address 11th St.

2. Product *Waste for machinery, etc. Person interviewed Mr. Wigion

3. Number employed

				Total
Men	150 col. 50 wh.	Boys	0	150 c. 50 wh. - 200
Women	100 col. 0 wh.	Girls	0	100 c. 100
Total	250 col. 50 wh.		1	300

4. Hours

Daily	Begin 7	End 6	Lunch period ½	Rest period -	Total 10½
Saturday	7	3	½		7½
Shifts					

Regular weekly number of days 6 Total weekly hours 60

Shifts weekly number of periods Total shifts weekly hours

5. Overtime None.

6. Seasonal No.

7. Wages

Pay period Weekly Initial rate $.75 per day or $4.50 per wk.

Fines Docked for number of minutes late.

Bonus None.

Overtime pay ---

Vacation - with pay No. without pay Yes. Colored women stay out a great deal during the year.

8. Labor turnover No figures.

Date Feb. 28 and March 1st. Agent M.Robinson; E.Benham

9. (a) Factory in business section. Workers come varying distances, some bout 4 miles. Occupies whole of several buildings, 2 and 3 stories. Height of ceiling ample. Aisles ample.

(b) Dust and lint removed thoroughly once a week after regular work stops. Blown from machinery, and all places of lodgement and swept from floor. Done by regular workers.
Much dust and lint, especially in corners and around machines and stock.

(c) Steam heat. Overhead pipes, adequate.

(d) Ordinary sized windows. Skylights on second floor in sorting rooms. Clear glass. Natural light sufficient on bright day. Regular series of shaded electric lights near ceiling. No local lights.

(e) Natural ventilation thru doors, windows, and skylights.

10. (a) Cutting knots on knot saw, a revolving knife. Danger of cutting fingers. Sorting - hazard of lint and dust. Not great.

(b) Sorters, sewing covers on large bales, chopping off knots from waste, stand. Also, cap winders, slubber hands and cutters of bags. Not working on day of visit. Ends of sewing covers on small bales, sawing knots, sit. Also sewers on power machines, not working on day of visit.
Benches, some with burlap cushions. Frame of knot saw served as foot rest. Workers sewing covers on small bales sat on bales.

(c) No uniforms.

11. (a) Some belts either over head or from ceiling to machines unenclosed. In almost every room. Knot saws revolving circular knives inadequately guarded.. Cover over top of saw, but fingers of worker not protected. As spinning and weaving room was running could not judge of hazards there.

(b) Many exits some doors opened in. Not sure of all. Open wooden stairs. Fire escapes on three-story building. Automatic sprinklers. Fire hose. Have their own fire engine connected with city main. Have also a cistern and tank of water as reserve. Material worked on very inflammable especially some cotton waste that is oily.

12. (a) Faucets in sinks in workroom. Women had own cups or bottle.s

(b) Two sinks in two of work rooms, one sink in toilet room off sorting room. Cleaned by old man hired for purpose who also cleans toilets. No hot water. Faucet must be held to insure flow of water. No soap or towels. Supt. saied "clean rags" available. Cleaning not extra.

(c) 1. Two separate toilet compartments on first floor one marked "men" one "women" supt. stated both used by women only. Two on floor above same description 8 ft. partition. No outside ventilation. Diffused light over partition from near by window. No sign on second floor door. No screen at entrance.

12. (c) Toilet room off sorting room second floor. Completely enclosed. Four seats each in separate compartment with doors. Window for light and ventilation. No sign. Toilets swept by old man hired for purpose, 2 or 3 times a day. Floors need scrubbing, dirty with oily dust and dirt from work room. Water on floor in toilet off sorting room. No bad odors. Toilet paper in all toilets. Toilets of type that flush by pressure on seat.
2. Eight toilet seats.
5. Thirteen women to seat.

13. (a) None.
(b) None.
(c) Nails on walls of workroom.
(d) Some bandages and simple remedies. No particular person in charge.
(e)

14. (a,b,c) Supt.
(d) None.
(e)

U. S. Department of Labor
WOMEN'S BUREAU
Washington

44

FACTORY SCHEDULE

1. Name of factory Manchester Mfg. Co. Address Oak Haven Ave., Macon

2. Product Cotton yarn. Person interviewed Mr. Rumble, Sec. Mr. Arrington, foreman.

3. Number employed

				Total
Men	103	Boys	6	109
Women	24 col. 73 wh.	Girls	1	98
Total	200		7	207

4. Hours

	Begin	End	Lunch period	Rest period	Total
Daily	7	6:40	40 min	----	11
Saturday	7	12			5
Shifts	----	----			

Regular weekly number of days 6 Total weekly hours 60

Shifts weekly number of periods Total shifts weekly hours

5. Overtime Very rarely, sometimes if machinery breaks down, they work over time to make up the time.

6. Seasonal Not seasonal

7. Wages

Pay period 1 week Initial rate 20 cts. per hr. This was the initial rate given by the secretary, but in taking the week's pay roll I found many who were receiving .14, .16 and some of the colored help 12 cts. per hr.

Fines Lose time, lost if late no regular system of fines.

Bonus None

Overtime pay paid for time but at regular rate.

Vacation - with pay ---------- without pay ----------

If they take a vacation, they lose the time.

8. Labor turnover No figures

Date Feb. 23, 1921. Agent Mary H. Turner

Manchester Mfg. Co.

9. a. The plant was housed in a rather large two-story brick structure on outskirts of city. The building is quite old, having been in use as a mill for 30 years. The people who work in the mill mostly live in small frame cottages near by. The cottages from outside observation show all degrees of cleanliness, from absolute squalor in some, to real spick and span neatness in others. The secretary said most of the employees live within "hollering distance" of the mill.

The plant occupied the entire building. It was divided into three rooms on first floor and 3 rooms on second floor. On first floor were opening and carding room at far end of building, the large room in center, in which were the drawing frames, slubber, intermediate frames, fine frames and jack frames and the third room which was the packing and shipping room. On the second floor were the spinning machines in room at far end of building, the spooling in small room next, and the twisting, winding and reeling machines of all sorts in the large room.

Ceilings were fairly high.

The machines were very close together, which in some cases were very dangerous, as in the entire plant the agent did not see <u>one properly guarded belt</u>. The aisles between the ends of the machines were too narrow for safety.

As the machines were large the workers themselves were not close together.

b. The rooms are swept by colored women employed for the purpose. They sweep any time during the day. The first story floors were not very clean, but the floors on second story were fairly free from lint and dust.

c. Heating was by means of overhead steam pipes. The heating seemed adequate and the rooms were not oppressively warm except in the spinning room. Even there the heat was not excessive on day of visit.

d. Lighting was by means of windows. In all work rooms windows were on two sides of room, and in spinning room the windows were on three sides. The windows were of good size and the panes were of clear glass painted with white paint. No shades. Many of the workers faced the light, but because of the painted panes of the windows there was no glare.

The artificial lights were electric drop lights suspended from the ceiling. They were hung 5 or 6 feet above the workers' heads and were about 6 or 7 feet apart. The bulbs were of clear glass and had green shades. There were no individual lights.

ester Mfg. Co.

9.(con.) e. The ventilation was by means of the windows. None were open on day of visit. In the spinning room was an apparatus projecting a fine spray like jet of water into the room at intervals of about 10 feet. This apparatus was near the ceiling on both sides of the room and operated constantly. This room was quite warm and the humidity was noticeable, but was not oppressive. The guide said they opened the windows in summer, that their idea was, that outside air did not affect the cotton except when the air was very dry.

No artificial ventilation of any kind was noticed. In the lower story of the mill the carding room was not entirely separated from the larger work room containing the drawing frames, etc., therefore the dust and lint from the carding room filled the air of both work rooms nearly the same. It was quite bad. The air on the second floor was comparatively free from dust and lint.

10. a. The women on the drawing frames were exposed to the hazard of breathing the lint and dust filled air of the room. The women on the intermediate frames were exposed to this same hazard. The women on speeders and jack frames were in the far end of the large work room from carding room and the dust was not so bad there.

b. All the occupations in the mill involved the strain of standing.

No occupations involved a strain of sitting.

The seats provided were benches made of boards about large enough for two persons to sit on. There were very few of these. The agent only saw about 4 in the entire mill, although there might have been more.

Three girls were noticed sitting on one of these. Other girls sat on edges of trucks, window sills, etc. No seats at all were seen on first floor. All colored women worked on first floor. The seating was very <u>inadequate</u>. Colored women picking over waste sat on piles of waste.

e. There were no uniforms provided. Most workers wore cover all aprons and caps. Some had pieces of burlap tied over their skirts.

11. a. <u>All belts</u> and <u>pulleys</u> on <u>all</u> machines were <u>practically unguarded</u>. In many places between the ends of machines the belts came close together overhead in such a way that the agent had to stoop to avoid the belts. They were all large, about 3 or 4 inches wide and all moved to a dangerous speed. On some of the newer machinery the belt was guarded where it passed over the pulley at the end of machine but was unguarded above and as all the aisles were narrow they were very dangerous. Several set screws were

11.(con.) a. noticed unguarded. To make these unguarded belts more dangerous the floors between the machines were slippery from oil and worn smooth from constant passing of many people.

Dust (see 10a).

b. There were two stairways leading to second floor. One near front end of building which was a straight flight leading from packing room into winding and reeling-room on second floor. This stair was of wood and was lighted by window at head, and an electric light at foot. Stair had wooden hand rail. Another stair ascended in two flights to second floor in a kind of tower about half way of building on far side. This stairway was of wood with wooden hand rail. Tower was built of brick and was on outside of workroom. Doors open out. There were two exits. One through the packing room and the other in the tower at side of building.

There were no automatic sprinklers. Fire buckets hung on every post and in every available place around the walls. The material was very inflammable.

12. a. The drinking water was procured from a faucet in a wooden sink in the tower on second floor. All workers procured their drinking water here in winter. In summer, guide said there was a cooler with ice placed on each floor. Workers all furnished own cups.

Workers found for own ice

b. 1. Workers, men and women on second floor washed in wooden sink with one faucet on second floor in tower. Workers on first floor either go up stairs to wash or wash at hydrant outside in yard.

2. The sink when cleaned, is cleaned by negro sweepers. Free from refuse on day of visit, and as so much water is run in it, it looked fairly clean. Guide did not know how often sink was cleaned.

3. No hot water.

4. Furnish own soap.

5. Furnish own towels.

c. 1. The toilet on second floor was for white women only. This was located in tower outside the work room. There was an outside window. Glass broken out of several window lights. The toilet consisted of two rooms. The entrance to second room was screened from outside door by a board partition. The toilet was in second room. A wooden seat with two toilets connected by common drainage. No traps. Water from a pipe flowed constantly through toilets so as to flush them. Whole

12. c. (con.) place in a filthy, unhealthful condition. Odor very bad. Door not designated. No toilet paper. When cleaned, cleaned by negro sweepers. Guide did not know how often cleaned.

The toilet on first floor was for colored women; this was in tower also, in same location and arrangement as one on second floor.

This was in an unspeakable condition. It was unfit to enter. Agent opened door and that was all. The pipe which carried the drainage from toilet above was broken some place under the floor of the toilet on second floor and the drainage from the upper toilet poured into and flooded both rooms in this toilet; agent could not see whether a sewer drop in this toilet carried off this water and refuse or whether it ran outside the mill.

There was no other toilet arrangement for the colored women.

2. Two toilet seats.
3. 37 white women to seat.
(colored women, 12 to seat)

13. a. No lunch room. Girls either go home to lunch or eat lunch in work room.

b. No rest room.

c. Workers hung wraps on walls of work rooms on nails.

d. 1. A bottle of peroxide and a roll of adhesive plaster and a roll of bandage, were seen in the superintendent's office on a shelf. This office was half a square from the mill. This first aid was administered by any one in office.

2. No hospital room.
3. ----------
4. No doctor in attendance unless somebody gets very sick when one is called from "some place."
5. No health records kept.

14. a. The superintendent hires.
b. " " fires
c. " " transfers.
d. No employment records are kept.
e. No effort has been made to start classes on training of any kind.
f. There are no forewomen.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

(47)

FACTORY SCHEDULE

(94)

1. Name of factory Adams Cotton Mill : Address Macon

2. Product Duck cloth : Person interviewed Mr. Adams, Sup't Tallent

3. Number employed

				Total
Men	100 (10 col.)	Boys	0	100
Women	60 (4 col.)	Girls	0	60
Total	160		0	160

4. Hours

Daily	Begin 6:30	End 6:15	Lunch period 45	Rest period ---	Total 11
Saturday	6:30	11:30	---	----	5
Shifts	None since Oct.				----

Regular weekly number of days 3 (Mon. Tues. Wed.) Total weekly hours 33 60

Shifts weekly number of periods ----- Total shifts weekly hours -----

5. Overtime None

6. Seasonal No

7. Wages

Pay period 1 week Initial rate Mill operated 2 years can always get experienced workers

Fines Cuts piece rate if work has to be classed as "second," about 1¢ less - Very little cutting. Not more than 1 worker in a week.

Bonus None. (Rent $4 a month, or 25¢ per room per week, in a mill house-coal at wholesale rates-water but no lights nor bathrooms)

Overtime pay None

Vacation - with pay No without pay No vacation.

8. Labor turnover No figures-Thinks 25% of the weavers are "hobo weavers." Will stay 2-3 weeks on a job. Sometimes can keep 4-6 weeks by letting them move into an empty house in the mill village.

Date Feb. 28, 1921 Agent May R. Lane

ams Cotton Mill-Macon.

9. a. (1) Workers live in mill village, or near enough to go home and back in 45 minutes at noon - None come on street cars.
(2) Factory a one-story brick building, fully occupied.
(3) Spacious rooms.
(4) Aisles of customary width - would consider weaving machines too closely spaced.
(5) No crowding observed -

b. Three sweepers, one each for card, drawing and spinning departments give entire time to sweeping. Scrubbing done frequently by 3 colored men, part time workers - Hardwood floors, fairly new building, acceptably clean except that workers spit on the floor in some places and the weave room showed accumulated dirt. This is cleaned only when shut down as weaving must be closely watched and looms would have to stop during cleaning - Mill is only running 3 days a week but no one is employed overtime to clean up.

c. Steam heat, overhead piping - adequate. Desired temperature 75°.

d. (1) Windows on 2 sides, factory style, corrugated glass, lower and upper "transoms", steel frame. White walls and ceilings,- clean.
(2) No local lights - Overhead bulbs, clear glass, no deflectors.

e. (1) Splendid natural ventilation by factory windows. Ventilators, like blind slats or shutters in the roof every 20 or 30 feet.
(2) "The American Moistening System (Boston, branch in Atlanta) installed and guaranteed to give sufficient humidity with windows open -
Slashing or sizing machine has hood and blower pipe and fan for steam from rollers.

10. a. 2 speeder tenders have to bend and reach when doffing and give rather constant attention. Speed piecing and close attention for 12 spinning and 10 spooling- 2 creelers do considerable reaching and bending - 22 weavers give closest attention of all.

b. The waste picker sits on the edge of a truck and sorts over dirty sweepings - always a colored woman - Two harness repair girls sit at a rude bench in dining room chair. Two tackers in the cloth room sit on trucks while waiting for folded cloth to be brought them.

Cotton Mill-Macon

10. (b) con.

All others stand,- 4 drawing hands, 12 spinners, 11 spoolers, 2 creelers, 1 warper, 22 weavers, 2 smash hands. No footrests.

c. Nearly all the women wore caps. No uniforms required or provided.

11. a. The most modern machinery is installed here, most of it guarded. Looms and cloth room machines needed it worst. Rod device on looms prevents (?) shuttle from flying out so often and a reel device automatically puts a full bobbin in the shuttle when the old one is empty. In slashing section a shafting near the floor is a stumbling exposure.

b. No stairways nor fire escapes - in 1 story building. Plant is a long ways from city fire apparatus. Insurance company has wanted them to maintain a volunteer fire company, but have not done so. Have fire buckets and pyrene tanks, hydrants and a 75,000 gallon high tank. Cotton and cotton waste are inflammable all through the mill.

12. a. Drinking facilities 2 nickel sanitary bubblers on one side of long main room - ought to have another in weave room and another in cloth room. Negroes have a faucet where they may drink.

b. Washing facilities - a small white sink in the toilet. Men scrubbers wash down with hose. No hot water, soap or towels.

c. 1 separate toilet for white women with automatic flush every 10 minutes - No compartment doors, but an entrance door from workroom - toilet paper provided, window ventilation. 3 seats for ~~60~~ 54 white women - not accessible to all - should have another off the weave room. Negro women have an outside privy - no plumbing - screened approach. Cleaning same as 12b.

2-4 seats white
3 - 18⅔ white women use one seat
4 col " " " "

13. a. No lunch room.

b. No rest room.

c. Wraps hung on wall hooks in the different rooms.

d. No first aid equipment. Have a mill village resident physician on call, also practices in Payne mill village - Families pay 10 cents a head a week for medical insurance, and have medical service at no expense. Insurance company for accidents also pays doctors' bills.

Adams Cotton Mill-Macon

14. a.b.c. Overseers have entire charge of employment, but must prearrange and agree on transfers.

d. No records kept.

e. Sup't thinks there are part-time classes at La Grange Does not think force is stable enough to warrant class instruction- Took I.C.S. complete course himself as an overseer and becausea sup't in 2 years. Would recommend it for individual instruction.

Has no women in supervisory positions.

V

U. S. Department of Labor
WOMEN'S BUREAU
Washington

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FACTORY SCHEDULE

1. Name of factory Georgia Cotton Mill #2 : Address Griffin Ga.

2. Product Towels and dotie goods. : Person interviewed Mr. Norman, Sec
Mr. Brooks, Supt. No. 2.

3. Number employed

				Total
Men	7 col. 99 wh.	Boys		106
Women	3 col. 46 wh.	Girls	3	52
Total	155		3	158

4. Hours

	Begin	End	Lunch period	Rest period	Total
Daily	6:00	5:40	40		11
Saturday	6:00	11:00			5
Shifts					

Regular weekly number of days 6 4 da. for last 2 mo. Total weekly hours 60

Shifts weekly number of periods Total shifts weekly hours

5. Overtime None lately.

6. Seasonal Not seasonal

7. Wages

Pay period 1 week Initial rate 20 to 25 cts. per hr. for inexperienced on machines.

Fines weavers receive no pay for imperfect work.

No other fines.

(Over) Bonus No bonus since the first of the year 1921. In 1920, 35% bonus on each wk's wage was paid until Nov. 6, after which 20% bonus was paid until the end of week.

Overtime pay same as regular rate.

Vacation - with pay ------ without pay ------

8. Labor turnover No figures.

Date March 8, 1921. Agent Mary H. Turner

rate for towels .29 to .76 per hundred. imperfect work, no pay.

If worker was absent over half of the week she received only 15% bonus.

orgia Cott

9. (a) Th
or road on the
of the regulat
ping departmen
ments were on

only 15% no pay.

orgia Cotton Mill

9. (a) The mill was [illegible]me little distance back from street or road on the outskirts [illegible]. It was two story brick building of the regulation mill type. The weaving, the cloth room and the shipping departments were on first floor; the carding and spinning departments were on 2nd floor.

As most of [illegible]kers lived in the mill village, the plant was easily reached by [illegible]orkers.

The plant occupied the entire building. The ceilings of work rooms were fairly high. The aisles were rather narrow, but the ends of the machines on which the pulley ran were placed close together so workers could not pass through, so the machinery would not be dangerous to passersby. No workers were close together anywhere.

(b) The workrooms and passages were cleaned by negro women sweepers. On day of visit the workrooms were fairly clean. The usual lint was noticed around the carding machines and the looms. But the passageways were fairly clean.

(c) The heating was by means of overhead steam pipes, running along near the ceiling. The heating appeared to be adequate.

(d) The windows were of the factory type and were on 3 sides of the workrooms. The panes were of clear glass, painted over with white paint. There were no shades. The workers were not near the windows and because of the painted panes there was no glare.

The artificial lighting wa s by means of electric drop lights, hung from the ceiling. These were at regular intervals through out the room. These lights had clear bulbs and green shades. There were no individual lights.

(e) The ventilation was by means of the windows. The top sash of which swings down and inward. Most of these were open on day of visit. Consequently the air of the workrooms except in the immediate vicinity of the cards, was comparatively free from lint and dust.

The slashing machines were covered with hoods with pipes to carry out the steam. No women worked on these but they worked near by on the looms. The humidity was not noticeable to an excessive degree. Neither was it uncomfortably warm. Superintendent said they did not use the humidifier all the time, and then only in spinning room.

10. (a) The women working on the looms, the women on the speeder frames, the spinners, the spoolers, the warpers would be exposed to the strain of standing for long periods of time. In addition to this the spinners and spoolers and the speeder tenders do their own doffing which would be an added strain, even though the spools are not heavy the reaching up and bending in the case of the spinners especially would be bad.

The women tending speeder frames would be exposed to lint and dust from the cards and some dust rising from their own product. The speeder frames are not far from the cards.

10.con(b) None of the occupations involve the strain of excessive sitting. Strain of standing see (10-a)
A few steel stools without backs were noticed around the work rooms. Not enough for all the girls however. Girls were seen sitting on trucks and boxes.

(c) No uniforms were provided or worn. Most of the girls wore cotton or gingham dresses. Some wore caps.

11. (a) The machinery was more extensively guarded than some mills, though an occasional unguarded belt was seen. Unguarded belts were seen on the carding machines which the girls have to pass, on the speeder frames on which girls worked and some on the spooling machines. The large belts though were guarded and at the ends of the spinning frames where the large pulleys were found, boxes and cans were placed in between the machines to prevent people from passing between. A couple of unguarded set screws were noticed.

(b) A stairway from first floor from shipping room to an exit through engine room. Another stair lead down from second to first floor and to an exit in a sort of a brick tower. Stairs were of wood, with wooden rail. Doors open out. No fire escapes. Three exits, one from the tower, one through engine room and one out of shipping room on other side from engine room. Automatic sprinkling system. Inflammable material.

12. (a) A bubbler fountain was located on each floor. The water for these is supplied by 3 artesian wells on the mill property. Near one of these fountains was an enameled bowl with plumbing attachment to be used for expectorations. About all the mill hands men and women use snuff, or chew tobacco and they spit on the floor in the mill if something is not provided for the purpose. There was not much of that noticed at this mill as some others.

(b)1.On the first and second floors alike was a sink with one faucet in a kind of an alcove at one end of the building, this was used for washing, was just inside the entrance to women's toilet.
2.This is supposed to be cleaned once a day. Sink was of iron. Not clean on day of visit. The women spit in it. Superintendent said it was cleaned by negro women sweepers when they got around to that part of building.
3. No hot water.
4. Workers furnish own soap.
5. " " " towels.

(c) 1. On second floor the toilet was in a kind of an alcove at one end of workroom. There was no door to this, just a screen set back in the alcove like this. It was

near men's toilet and near the slashing machines where more men worked than in any other part of the room. The screen did not extend to ceiling. There was a window in the alcove but it was closed.

12 (continued) c. The toilets were a kind of a long connected seat, two sections. The drain for both was connected and flushed automatically "every once in a while" as the girl who showed the agent the place remarked. Door was not designated. Cleaned by the negro sweepers. Cement floor. Fairly clean. Toilet paper furnished.

On the first floor the toilet arrangement was same as to location and arrangement as on the second floor, except that the only women who worked on the first floor were in the opposite end of the mill from the toilet and had to traverse the entire length of the mill between the looms to reach the toilet room. No colored toilet in mill.

bad location

2. Four toilet seats.
3. 12¼ girls to toilet seat.

13. (a) No lunch room. Girls go home or eat in work room.
(b) No rest room.
(c) Wraps are hung on pegs in wall in the hall or tower near the head of stairway. A window, in this tower, but it was closed on day of visit.
(d) No first aid.

1. -----
2. No hospital room.
3. ------
4. Doctor not far from mill could be called if needed very badly.
5. No health records kept.

14. (a) The superintendent hires.
(b) " " fires
(c) " " transfers.
(d) No employment records are kept.
(e) No training has been started here.
(f) No forewomen.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

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FACTORY SCHEDULE

(94)

Augusta.

1. Name of factory Globe Mill. Address 1229 Walker

2. Product Duch and sheeting. Person interviewed H.R.Davis. Mgr.

3. Number employed

				Total
Men	79 wh. 8 col.	Boys	x	79 wh. 8 col.-87
Women	32 wh. 2 col.	Girls	x	32 wh. 2 col.-34
Total	111 wh. 10 col.			111 wh.10 col.-121

4. Hours

Daily	Begin 7	End 6:30	Lunch period 30 min.	Rest period --	Total 11	
Saturday	7	12	x		5	
Shifts	Night: 6:10 p.m.	5:10 a.m.	No regular lunch or rest hr.		11	

Night work discontinued Sept. 11.

Regular weekly number of days 6 Total weekly hours 60

Shifts weekly number of periods 5 Total shifts weekly hours 55

5. Overtime Yes. Irregular in certain depts. No definite statement of amount.

6. Seasonal Steady.

7. Wages

Pay period Weekly Initial rate Beginners must learn at own expense. Get only ~~experienced now.~~

Fines None.

Bonus 10% day workers; 20% night workers. 1920. Discontinued now.

Overtime pay Same rate as regular.

Vacation - with pay ~~None.~~ without pay If shoose; few days.

8. Labor turnover No figures.

Date Mar. 1, 1921. Agent M.Robinson; E.Benham

9. (a) Consists of one-story brick building, and one two-story brick building, located in business section of the city, and on the canal. Occasionally water in canal rises so that it is necessary to close mill. Closed 29 days in 1920 for this reason. Ceilings high. Aisles narrow in weaving room, so that there might be danger of catching in belts and wheels on the aisles. The aisles in the carding room somewhat cluttered with cans of roving.

(b) Colored women sweep and mop the work rooms constantly during the day, scrub occasionally.
Usual lint and pieces of cotton on floors, accumulation of day's work. Floors clean otherwise. Curtains covered with dust. Walls somewhat dingy. Floors soaked in oil from machinery.

(c) Steam pipes running the length of room. Several feet below ceiling. Adequate.

(d) In weaving room light from windows with plain glass in lower part of window and ground glass above, and from sky-lights with ground glass. Some curtains of white cotton over upper part of windows on one side or room. No glare. Artificial light: Electric bulbs some with shades, some without, more or less regularly placed on cords from ceiling about 6 ft. above workers' heads.
In spinning room light from windows.of plain glass. Cotton curtains at windows. No glare. Electric lights with shades placed at regular intervals near ceiling.
In carding room - windows and curtains about the same as in spinning room. Electric lights same as in spinning room.

(e) Ventilation by windows and sky light. Humidifiers in weaving and spinning rooms, regulated by watching the termometers in rooms. Humidifiers several feet below ceiling.

10. (a) None.

(b) All stand. No seats of any sort.

(c) None.

11. (a) Unguarded overhead and side belts in work rooms. Unguarded wheels on one side of looms in weaving room. Lint and dust in the air in the spinning and carding rooms.

(b) One outside wooden stairway. No other. This served as fire escape also. Doors open in. Door opens onto stairway. Overhead automatic sprinkler. Fir buckets.

12. Bubbler in carding room, and bubbler outside of spinning room. Insanitary type. Ice coils for warm weather. No individual cups.

(b) Girls wash at iron sinks in two toilets rooms. (One in weaving room, one outside of spinning room and at sink in carding room, one cold water faucet each.) Colored women cleans during hours, supposedly daily.
3. No hot water.
4. No soap.
5. No towels.

12. (c) One toilet in weaving room, partitioned off with 8 ft. wooden partition, door opening directly into work room. Door designated. One seat. Toilet paper. Outside window. Cleaned by colored woman supposedly each day, during work hours. Room dirty. Scraps of paper and water on floor. One seat not partitioned off. 10 to 20 women to seat.
One toilet just outside of spinning room. Outside of building, entirely enclosed with wooden partition over top. Outside windows. Door screened and designated. Cleaning same as 1st toilet. Somewhat disorderly. No toilet paper. One seat not partitioned off. Not more than 17 women to a seat.
One toilet in carding room, partitioned off from work room with 8 ft. wooden partition, next to men's toilet. Doors not side by side. Door not screened opened directly into work room, not designated. No outside ventilation. No toilet paper. Room in need of scrubbing. One seat not partitioned off. 2 - 4 women to seat.

13. (a) None.
(B) None.
(c) None. Girls hang wraps in toilet rooms (on hooks in wall) or on walls of work-room.
(d) 1. Few simple remedies and bandages.
2. In office.
3. By anyone who happens to be in office.

14. (a) "The boss" in each department.
(b) " " " " "
(c) " " " " "
(d) None.
(e) None at present, as plant is not taking in any but experienced workers. Supe intendent didn't know how training had been done formerly, He made an indefinite statement that some time ago girls were trained at their own expense.

— Georgia (State) —

Knit Goods

4 Schedules

U. S. Department of Labor
WOMEN'S BUREAU
Washington

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FACTORY SCHEDULE

(94)

Savannah

1. Name of factory Tilden & Son Savannah Cotton Mill. Address 24 Wheaton St.

2. Product Cotton yarn and hosiery. Person interviewed Mr. Smith, Mgr. Mr. Hoffman & Mr. Yeats, Supts

3. Number employed

				Total
Men	1 wh. 10 col.	Boys	1 col.	12
Women	1 wh.* 63 col.	Girls		64
Total	~~63~~ 75		1	~~64~~ 76

4. Hours **

	Begin	End	Lunch period	Rest period	Total
Daily	7	5:30	¾		9¾
Children same					
Saturday 7-4	7	1:15	1 hr.		6¼
Shifts					8

Regular weekly number of days 5 now 6 regular Total weekly hours 55 children!

Shifts weekly number of periods Total shifts weekly hours 46¼

5. Overtime None for women

6. Seasonal Not ordinarily

7. Wages

Pay period 1 week-kept back one week Initial rate Knitting $4 ~~Weaving~~ $6 Winding 7

Fines None

Bonus $10 a day if here every day in a week; 25% in ~~year~~ yarn dept ~~with~~ based on weekly earning if here every day.

Overtime pay -----

Vacation - with pay None without pay None

8. Labor turnover None

*The day of visit -usually 10-15 women
**Now running 5 das a week, 10 hours a day.

Date 3/3/21 Agent E. L. Best

9. (a) On far east side of city - 3 blocks from car line but most of the workers live within walking distance - Mill consists of a fairly large 2 story brick building where the yarn is made and of 2 one-story wooden buildings connected by passageways when the winding, knitting and inspecting is done - ceiling of good height in all buildings and in the one story buildings there is a small skylight - the centre of each room main aisles were of sufficient width but in the knitting room the span between the rows of machines was very narrow.

(b) Two colored women swept in the knitting and winding rooms and also cleaned bobbins - floors were clean on day of visit but the knitting machines were covered with lint - colored man cleaned in the 2-story building - clean on day of visit, but very little of the plant was running on that day - no carding, nor speeding.

(c) Steam pipe under windows around room - comfortable on day of visit with the thermometer about 40.

(d) In one story wooden buildings -windows of plain glass, painted, were on 4 sides of each room - nevertheless lights would be necessary on a dark day for girls working in center of room - 2 story building - windows also on 4 sides and light here reaches the center of room better - no shades to windows - windows in 2-story building of plain glass -unpainted.

Overhead electric bulbs, hanging on cord. 4 or 5 feet long-in knitting rooms lights ~~en~~ are close together over the machines and have green shades - in winding room not so close and without shades.

In 2-story building bulbs hang at irregular intervals and many were missing - no shades.

(e) Ventilation only from windows - no humidifying or any system used - no exhaust.

10.(a) Setting up the knitting for putting on the foot is quite a strain on the eyes - the lint is especially bad on the two finishing machines as a little brush attached to the machine brushes the stocking after it is cut to even it.

(b) Knitters can either sit or stand. - inspectors and twiners sit. winders walk around or stand - speeders and spinners same. 7 had wooden kitchen chairs -all other seats were high wooden stools without backs or foot rests.

(c) None - many of the knitters and winders wore hats -no aprons.

11. (a) Side belts on aisles were guarded in knitting and winding rooms, -overhead belts were not guarded - In spinning room some of the side belts were not guarded.

(b) Each one-story building had but one exit and windows were covered with heavy wire mesh - doors opened in - automatic sprinklers throughout and fire extinguishers but equipment looked old. -2 story building had narrow wooden chairs with hand rail and freight elevator-door opened in - automatic sprinklers and fire extinguishers also old.

12. (a) In both the one-story buildings the workers drink from the faucet in washing sink at side of workroom -supply their own glasses - In 2 story building water from faucet in wash sink in alcove to toilet.

(b) One small iron sink in each one-story building - at side of workroom next to this toilet - one cold water faucet which must be held to run - looks unused and not clean - cleaned by sweeper "daily" certainly not the previous day - no soap, no towel. 2-story building one sink on each floor in alcove leading to toilets - one cold water faucet - no soap - no towels anywhere - cleaned by janitor "occasionally"

(c) In the 2 one story building the toilets were just like 3 compartments opening directly out of washroom - undesignated - 2 for women (1 kept locked and used by the older women) and 1 for men - all side by side - ventilation through top of compartment into an air shaft - partitions between toilet and workroom extends to ceiling - superintendent seemed rather uncertain as to which compartment belonged to men and which to women - toilet very dirty -bowls discolored and seats missing in knitting room, - in winding room conditions better, looked recently cleaned - supposed to be cleaned daily during work hours by colored sweeper- toilet paper furnished.

In 2 story building women's toilet on 1st floor opening off alcove 3 compartments side by side, 1 for men, 1 for white women and one for colored - colored toilet designated -window in center (col.) toilet. Partitions did not extend to ceiling - paper and accumulation of rubbish scattered around - bowls discolored - seats missing - cleaned by colored porter (man) during work hours - superintendent did not know how often it was cleaned - toilet paper supplied.

2 toilets in 2 story building - about 10 girls to a seat.
4 toilets on 1 story 30 when running full.

13. (a) None. - girls go home or eat in workrooms.
(b) None.
(c) Wraps are hung on hooks at end of each workroom.

(d) Red Cross cabinet kept in office.
1. Bookkeeper.
2. ----
3. ----
4.-----
5. None unless accident is serious and must be reported.

14. (a) The superintendent of the department.

(b) ditto

(c) ditto

(d) None.

(e) Certain workers who are slow are used as teachers and paid a flat weekly rate.

— Georgia (State) —

Garment Mfg

& Schedules

U. S. Department of Labor
WOMEN'S BUREAU
Washington

(94)

FACTORY SCHEDULE

Rome

1. Name of factory Rome Mfg. Co. Address West 2nd St.

2. Product Overalls & work pants. Person interviewed J.L.Sulzbacher Mgr.

3. Number employed

				Total
Men	20 wh. 4 col.	Boys	x	20 wh. plus 4 col. 24
Women	72 wh.	Girls	1	73
Total				97

Not running Sat. now.

4. Hours

	Begin	End	Lunch period	Rest period	Total
Daily	7	5	30		9½
Saturday	7	12	--		5
Under 16 Sat.	7	12			
Shifts	7	4	1 hr.		8

Regular weekly number of days 6 Total weekly hours 52½

Shifts weekly number of periods Total ~~shifts~~ under 16 weekly hours 45

5. Overtime None

6. Seasonal steady

7. Wages

Pay period 1 week Initial rate $1.00 day. $1.25. 1920

Fines None

Bonus 5% on production at end of yr. to all employed at end of yr. none now.

Overtime pay

Vacation - with pay none. without pay 2 wks. optional

Close plant at Christmas a few das. or a wk. 1920 2 weeks.

8. Labor turnover No figures.

Date Mar. 18, 1921. Agent Elizabeth Benham

9. (a) Three story brick building in business part of town, one block from car line. Factory occupies whole of building except for Bicycle Shop in part of 1st floor. Women work on second floor, medium height ceiling, aisles wide enough. No crowding.

(b) Swept twice a day by porter. Scrubbed once a month. Clean. Some litter of scraps but not of long standing.

(c) Steam heat, pipes overhead. One coal stove for use in emergency. Two or three times a year river overflows floods the basement and puts the heating plant out of business.

(d) Windows on three sides glass painted, paint rather thick on front windows, so it not only prevents glare but excludes some light. Individual shaded light, hanging from cords close to work below eye level. One for each worker. Could be adjusted in height by tying cord. Bulb clear glass. Lights burning near center of room on day of visit. Bright day.

(e) Ventilation through windows. A series of 15 or 20 fans at regular intervals about 2 ft. from ceiling. These fans are of cloth stretched between two wooden bars, cloth about 1½ ft. by 5 ft. Vertical to ceiling. They swing back and forth and keep a circulation of air without blowing material about (elec. power)

10. (a) Power sewing machine operators. Hazard of running needle through finger. Strain of using knee press to raise foot of machine knee press adjusted to individual woman, which minimizes strain.

(b) All sit straight backed cane bottomed chairs.

(c) No uniforms.

11. (a) Belts guarded. Shafting connecting series of machine crosses aisles at several points. Enclosed but a stumbling block.

(b) Wooden stairway enclosed. No hand rail. Doors open in. Fire extinguishers two barrels of water standing in two corners of workroom. Fire buckets at intervals.

12. (a) Bubbler in sink in washroom (12 b). Insanitary type but has strong flow of water when turned on.

12. (b) Washroom is a space in one corner of workroom. Railed off, not partitioned, from workroom. Two sinks with several faucets over each. Cleaned by porter in general cleaning twice a week. Clean. No hot water. Two roller towels, clean daily. Hard soap. One washbowl in dressing room first floor. Seldom used.

(c) 1. One toilet on first floor off dressing room. Completely enclosed, window. No designation. No screen. Seldom used. Four toilet compartments in washroom 2nd floor, 8 ft. partition. Diffused light over partition, window near. Cleaned in general cleaning by porter. Swept twice a week, and scrubbed once a month. Clean. Toilet bowls worn. No designation. Space in each compartment hardly enough for comfort. Since the washroom has no partition toilet doors practically open directly into work room. Toilet paper furnished.

Workers said cleaning not satisfactory

2. One toilet first floor. So seldom used, no women work on 1st floor.

3. Second floor 25 to 27 use one seat.

13. (a) and (b) Cloakroom on first floor separated by 8 ft. partition from stock room. Contains about a dozen straight backed chairs and three or four small tables. may be used as rest and lunch room. Most of girls eat in work room. Cleaned in general cleaning by porter. clean but disorderly and bare. Windows on one side.

(c) Individual wooden lockers in cloak room (12 a and b). Holes in each for ventilation. Money open.

(d) Bandages and turpentine in charge of machinist.

14. (a), (b), (c). Manager.
(d). No records.
(e) Have trained no new workers for over a year. Their system was to have a forewoman in charge of beginners. They were given the simplest machine work to start on (back pockets). Were put on more difficult work as they became capable and were needed. Would be kept on easy work if needed there. Manager stated later all beginners cut threads for a while and were started on machine work if they showed capacity for sticking to work.

(f) Two forewomen one for overall department, one for pants department. They are the inspectors, selected because they do careful work,

Ga.

(94)

U. S. Department of Labor
WOMEN'S BUREAU
Washington

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FACTORY SCHEDULE

Savannah

1. Name of factory Globe Mfg. Co. | Address Savannah, Joe St.

2. Product Men's shirts | Person interviewed Mr. Covell, Supt.

3. Number employed

	W.	C.			Total
Men	2	1	Boys	-	3
Women		25	Girls	-	25
Total					28

4. Hours

	Begin	End	Lunch period	Rest period	Total
Daily	8	5:30	30 min	-	9
Saturday	8	1:00	-	-	5
Shifts	-	-	-	-	5

Regular weekly number of days 6 | Total weekly hours 50

Shifts weekly number of periods - | Total shifts weekly hours -

5. Overtime None in past year.

6. Seasonal Not usually. Very slack last 6 months.

7. Wages

Pay period 6 days | Initial rate Piece with $1 or $2 additional if they make very little.

Fines None .

Bonus Occasionally an extra dollar or two.

Overtime pay No overtime in past year.

Vacation - with pay No. | without pay If desired one or two weeks and the girl's place at machine is kept for her.

8. Labor turnover No record.

Date 2/16/21 | Agent M.Lane; E.L.Best

Globe Mfg. Co. Savannah

9. a. (1) Some live in neighborhood but many come by car from different parts of the city.
(2) Factory is a 2-story brick building, wholly occupied by firm.
(3) High studded, spacious rooms.
(4) Aisles good width, no obstructions.
(5) No crowding of workers.

b. (1) Full time Janitor. Some cleaning early in A. M.
(2) Passageways and stairway scrubbed and clean. Slight accumulation of lint under long work-tables.

c. Two iron heaters at middle front and side end of main workroom, about 20 feet of piping for smoke in room. One end of room might be inadequately heated.

d. (1) Windows on 4 sides of sewing department, clear glass, very many of them.
(2) Overhead lighting with green deflectors, also local electric with green shades, but hanging higher than workers' heads. Ceilings and walls white but need repainting.

e. Windows only. No special problem.

10. a. Machines guarded below by skirt boards required by insurance company to protect skirts from shaft and wheel drives below the worktables. Colored people entirely do the stitching and do not speed up on piece work.

b. (1) Sitting constantly for stitchers.
(2) 2 pressers and inspectors stand constantly.
(3) Most chairs collapsible, a few dining room style. Some workers had cloth pads or cushions.
(4) No foot rests.

c. No uniforms.

11. a. No overhead or side belts. Electric motor in workroom boxed over. Power transmission by shafting beneath tables. Two shafting exposures, one small pipe along floor near motor, and one crossing aisle at knee height. No inclined boarding to prevent stumbling.

b. Sheet metal guards to stoves, waist high and zinc stove mats. Stairways solid, but no rail. No fire escape for 2 story building. 12 small extinguishers in all parts of workroom. No specially inflammable material.

12. a. At sink in corner of workroom. No cup. Workers have own tumblers at worktables. Girls provide own tumblers.

b. (1) 2 white sinks, dirty.
(2) Janitor supposed to clean daily before work.

Globe Mfg. Co. Savannah

b. (3) Cold water only.
(4) No soap.
(5) No towels.

c. (1) In corner of workroom - wood enclosure with door. Ventilated by 2 windows but also open overhead into workroom. Separate for women but men's toilet right next to it. Men have another toilet in cutting room which they probably use more than the 2nd floor toilet. Cleaned in early A. M. by janitor. Toilet paper. Tidy.
(2) 1 seat for 25 women. Not enough for full force.
(3)

13. a. Lunches eaten in workroom only. Some girls go home.

b. No rest facilities of any kind.

c. Hooks on stairway wall. Hats only.

d. (1) Supplies only kept in office.
(1) Adm. by manager.

14. a,b,c. The manager.
d. No records.
e. Manager had to start factory with all "green help" agrees that course in dressmaking in public school would have been helpful to workers. Knew of practical training at Georgia State Industrial College at Thunderbolt,- Prof. R. R. Wright.

Has no forelady. Colored workers have more respect for a white man boss. Hired originally from the State Industrial School but had to pay them too much.

— Georgia (State) —

Cigar Manufacturing

4 Schedules

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Georgia (State) - Cigar Mfg.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

(94)

FACTORY SCHEDULE

Savannah.

1. Name of factory LeRoy Meyer Cigar Co. Address Abercrom and Congress

2. Product Cigars. Person interviewed Mr. A. W. Reed, Supt. Mr. Femendéy, Mgr.

3. Number employed

				Total
Men	4 col. 4 wh.	Boys		8
Women	45 col. 98 wh.	Girls	2 wh.	145
Total	151		2	153

4. Hours

Daily	Begin 8 white ~~7:30 col.~~	End 6 ~~1.00~~	Lunch period 45	Rest period -	Total 9:45 9:15 ~~5½~~
Saturday	8	1.00	-	-	5
Shifts	-	-	-	-	

Regular weekly number of days 6 Total weekly hours 54½ ~~9~~

Shifts weekly number of periods At present 4 days a week. Total shifts weekly hours 51½

5. Overtime None.

6. Seasonal Slack Dec. January and from June 1st to August.

7. Wages

Pay period 1 week. Initial rate $10-/$12 depends on living ~~at home or boarding.~~

Fines None.

Bonus None.

Overtime pay None.

Vacation - with pay -- without pay If desired.

8. Labor turnover No records.

Date 3/8/21 Agent E.L.Best

9. a. In center of down-town district. A four story cement building, factory occupies entire building. Ceiling of good height. 4th floor ceiling is pointed and is formed by the roof. Would be very hot in summer. Mixing and sizing is done here. Aisles in workroom sufficiently wide. No corwding at present, probably always sufficient space for workers.

b. Colored workers sweep during the first half hour before the white workers arrive. Also the aisles are swept by colored sweeper (woman) during lunch time. Rooms unnusually clean for this kind of a plant. The greatest accumulation of pieces of tobacco was in the wrapping room but scraps of not more than one day.

c. Overhead steam pipes with an occasional radiator under a window - sufficient probably.

d. Lighting excellent. Windows, plain glass, close to gether on three sides of workrooms - green adjustable shades. Workers seated at tables at right angle to light in the wrapping room and also in the stemming room where sorting was being done. The wrappers who also do the selecting faced the windows but were provided with green shades for the eyes and all were wearing them on day of visit. Overhead bulbs hanging a few feet from ceiling and with fan shaped reflectors in every room but the wrapping room. Here the lighting was semi-indirect . Bulbs were well spaced and placed.

e. From windows. A good cross draft on day of visit which was warm.

10. a. Colored girls who work on the sizing machine are in the midst of much dust. Respirators are supplied by the firm and the two girls operating the machines wore them on day of visit. Girls doing machine stemming were in danger of catching their fingers in the as there was no guard on machine. The manager said this "practically never happened." Girls wrapping were seen sealing the end of the cigar with their tongue. This is perhaps more of a menace to the consumer than to the girl .

b. All girls were seated excepting some of the packers who were standing from choice (they had seats) and the two girls sizing. Chairs for girls on stemming machine were steel with wooden seat and backs. Wooden kitchen chairs were used for girls sorting and for the bunchers and wrappers. The packers had high wooden stools without backs or foot rests.

c. None. Some girls wore aprons but they supplied their own.

11. a. None.

b. A wide wooden stairway enclosed in a brick wall and with wooden hand rail reached to all floors. This stairway had doors opening in at top and out at bottom. Main entrance door opens in - also a fire escape at back of building. Reached through window. Exit unmarked. Automatic sprinkler throughout building .

12. a. Ice cooler on first floor. in workroom. Girls supply their own cups. In 2nd floor workroom there is a bubbler near washing trough. In 3rd floor there is a bubbler in washroom. Faucet in toilet on 4th floor but only 3 girls ~~wash~~ work here.

b. 1. Iron sink in first floor workroom. 2 cold water faucets. Soap supplied. No towels. 2nd floor - long iron trough with 10 cold water faucets. Soap supplied. No towels, 3rd floor - enamel basin in toilet room. 2 faucets. Soap. No towels. 4th floor - enamel basin in toilet room. 1 cold water faucet. Soap, no towels. All wash places were clean. Cleaned by cleaning women daily during hours.

c. Toilet for first floor workroom off alley way near work room. 6 seats. ~~Sanitation~~ Ventilation through opening over door. Flush closets. 1 seat partitioned off; other 5 not partitioned. Clean on day of visit. ~~Hired~~ Colored sweeper (woman) cleans daily. Toilet paper supplied. Door undesignated.
8 girls to a seat.
On 2nd floor - 5 seats, doors in front of seats. These open into a small hallway with outside windows and door at the end leading to workroom. Partition extends to ceiling. Door undesignated. Closets clean. Cleaned by cleaning woman. Paper supplied. About 16 girls to a seat.
3rd floor - same condition but only 2 seats. About 10 girls to a seat.
4th floor - same conditions. 1 seat. 3 girls to a seat.

Ventilat 0.K.

13. a. A long table with benches,-without backs, on each side in cloakroom.

b. Girls can go and sit in cloakroom where there are wooden chairs but no couch. Colored girls go home or eat in workroom.

c. Cloakroom on third floor. Door with four windows. Poles with hangers around three sides of room. 2 shelves above for hats. Space was inadequate and wraps were also hung in toilets on 2nd and 3rd floors. Large mirror on wall. Wooden chairs, benches and long board table in center of room. Partition between cloakroom and workroom extends to ceiling, door kept unlocked. White girls only. Colored girls hung on their wraps on nails around wall of workroom.

d. None. Aspirin and ammonia kept in office. Supt. administers when requested.
No records.

14. a. Mr. Reed, Supt.
b. " " "
c. " " "
d. None"except payroll.
e. By forelady. in department. Have to train practically all their workers as no other cigar factory employing women in Savannah.

— Georgia (State) —

Food Manufacturing

6 Schedules

Georgia (State) - Food Mfg.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

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FACTORY SCHEDULE (Georgia)

(94)

Chatham County.

1. Name of factory Savannah Sugar Ref. Co. : Address Port Wentworth,

2. Product Refining sugar : Person interviewed Mr. Sprague, Gen. Mgr. Mr. Moellering, cashier

3. Number employed

Men	200 wh. 200 col.	Boys		Total 400
Women	45 Col.	Girls		45
Total	445			445

4. Hours

Daily Begin 7 End 7 Lunch period ~~1 hr.~~ 30 min. Rest period ____ Total 11½

Saturday 7 7 If work is slack stop at 1. ~~1 hr.~~ 30 min. ____ 11½

Shifts ____ ____ ____ ____ ____

Regular weekly number of days 6 (occasionally if very busy work is done on Sunday. Total weekly hours 69

Shifts weekly number of periods Total shifts weekly hours

5. Overtime Occasionally

6. Seasonal Usually close for 5 or 6 weeks from last of Nov. to Jan.

7. Wages

Pay period 1 week Initial rate $.15 an hr.

Fines None

Bonus 10 bonus* paid every 12 weeks - based on earnings - On June 30, a 10% bonus was given based on years earnings -this was extra

Overtime pay Same hourly rate as regular time.

Vacation - with pay None without pay None

8. Labor turnover No figures.

* This bonus was paid only when there was no absence without a permit. If an absence occurred all bonus based on earnings. (over)

Date 2/28/21 Agent E. L. Best

K. McKenna

Previous to the absence, and within the 12 week period was cancelled. This bonus for the remainder of the 12 week period was paid if no absence occurred. Each time an absence without leave occurred, The bonus began afresh the following day.

period was (cancelled) was paid if no occurred. The

Sugar Refinery.

9. (a) Two large brick buildings, connected - one used as a refinery- the other as a storage and unloading room - the refinery is 5 stories in height but is not divided into floors - it has however, numerous galleries at various levels scattered throughout the building -the unloading building is very large and the ceiling extends to a pointed roof -perhaps 40 feet - the refinery the height estimated was about 90 feet in height. The refinery contains many boilers and the women work on raised gallery perhaps 6 ft. high reached by iron ladders with treads at each end of gallery - they work here on the centrifugal machines. Women are employed on several other galleries scattered at different levels and in different parts of the building. The floors are of concrete - There is also a small one story building where bags are stretched and coverings for the fillers made.

(b) Floors were swept and mopped constantly("especially when not very busy" the superintendent said) by 11 colored women and a number of colored men. - the refinery was very clean in certain places but on the where the centrifugal machines were, both the floor and ladders were dirty and caked with sugar. The floor was wet around the In the unloading building the floor was covered with the which the sugar had been chipped in. These were taken up every little while and steamed so as to get out the sugar which had dripped and would otherwise be lost.

(c) Heating from the refinery would be more than efficient in the coldest weather - very hot on day of visit - no special heating apparatus for unloading room.

(d) Windows were on all sides of the building and in the center there were skylights and windows at each of skylight. Also skylight in loading room. Electric bulbs were placed at certain points - such as over machine or near but there was no general system of lighting - electric bulbs without shades except in building where stitching was done where the bulbs had plain glass reflectors - The lighting seemed adequate for the work done excepting over the centrifugal machines where additional artificial light would be advisable.

(e) From windows and skylights and over one set of the centrifugal machines there were pipes through which cold air was forced by a central fan -this blew directly on the workers and some of the pipes had been stuffed with newspapers to limit the amount of air.

10. (a) The machine girls and cleaners stood - the fillers and sewers sat.

(b) The sewers and stitchers had ordinary wooden chairs with backs the weighers, fillers and ~~sewers sat~~, and some of the stitchers had high wooden stools, without backs or footrests.

(c) None.

11. (a) A number of large side belts were unguarded - It was difficult to tell about the centrifugal machines but no additional guarding seemed possible. The operation itself looked hazardous as the worker must occasionally reach across the revolving basin or bowl to lift a lever - the excess heat would also be a strain.

(b) There was very little except the sugar in the building that would burn. All buildings were equipped with automatic sprinklers-large sliding doors open into plant- exits would be and easy of access.

12. (a) Bubblers were scattered throughout the building and there was a continual flow of water.

(b) Two long troughs in toilet room off coat room in a small separate building - 16 faucets, hot and cold water - a colored matron in charge. Cleans every day - trough in center of room. Toilets on one side, 4 showers opposite, windows at one end. Girls use showers when "weather is warm enough" and have some fresh clothes in showers (there is a small ante-room to each shower) to put on - no soap, no towels are furnished.

(c) In wash room on one side there are 4 toilets cleaned by matron every morning - fairly clean on day of visit - doors in front of each seat - ventilation over top of doors in wash room - toilet paper supplied.

4 toilets.
10 girls to a seat.

13. (a) In a small building, a short distance from refinery - one side for white - one for colored men and women ~~in~~- --no tables, high stools at counter - place dirty with accumulations of old dirt - windows on 2 sides - place small and bare.

(b) None.

(c) Cloakroom in building with wash room and toilets - must be passed through to reach wash room - high windows on 3 sides -holes under windows - benches under cloaks - cleaned daily by matron who is in constant attendance.

(d) None in plant but doctor just outside gates who takes care of all cases. Each workers pays $.18 a week. This fee includes doctor and medicine. The worker is also insured for $500 if she or he stays 6 months.

14. (a) Superintendent or the Asst. Supt.
(b) " " " " "
(c) " " " " "
(d) Only payroll.
(e) By other workers directed by superintendent. All are on hour rates, so this system is satisfactory. It takes from 4-6 wks. to train a worker on the centrifugal machines.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

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(94)

FACTORY SCHEDULE

Augusta.

1. Name of factory Hollingsworth Candy. Address 825 Tilfair St.

2. Product Chocoate, bonbons, hard candy, penny candy. Person interviewed Mr. Fisk, Mgr.

3. Number employed

				Total
Men	12 wh. 15 col.	Boys	0	12wh. 15 col. -27
Women	36 wh. 4 col.	Girls	0	36wh. 4 col. -40
Total	48 wh. 19 col.		0	48 wh. 19col. -67

4. Hours

	Begin	End	Lunch period	Rest period	Total
Daily	8	6	½	-	9½
Saturday	8	2	0		6
Shifts					

Regular weekly number of days 6 days Total weekly hours 53½

Shifts weekly number of periods Total shifts weekly hours

5. Overtime None.

6. Seasonal Oct.1st to Dec. 15 busey season.
Jan., Feb., July slack. Factory closed for 1 week in July.

7. Wages
Pay period Weekly Initial rate About $8

Fines Punch the clock. Paid for time present, and if late are not paid for minutes late.

Bonus None.

Overtime pay ---

Vacation - with pay Only a very few. without pay 1 wk. Factory closed
Girls may be allowed more vacation if factory is not too busy.

8. Labor turnover No figures.

Date Feb. 28, 1921. Agent E. Denham M. Robinson

NOTE: New building being completed adjoining the old. One room of new being used at present. Will note conditions in both old and new buildings.

9. (a) Brick building in business district. Factory occupying whole of building. Ceilings good height. Aisles sufficiently wide except in chocolate room where they seemed too narrow. Some confusion from piling of stock about plant, due perhaps to preparation for moving.

(b) Cleaning by scrub women. "Practically entire floor scrubbed every day." Floor sticky in spots under tables. Dirt accumulation in corners and around stock.

(c) No heat except from cookers. Chocolate room maintained at 60 - 65 degrees. Would judge heat needed at times.

(d) Old plant ordinary sized windows, clear glass, some shaded with papers. Natural light adequate except in chocolate room. Here unshaded electric lights were burning two or three feet above workers heads. Bulbs clear glass. New plant large factory windows, frosted glass.

(e) Natural ventilation. In new plant adjustable pivoted windows.

10. (a) Chocolate room workers hazard of constant low temperature 60 to 65 degrees. 62 on day of visit.

(b) Dippers, wrappers, packers, spread chocolate at enrober, sit. Feed enrober, take away from enrober, some wrapping stand. Substantial stools and a few kegs. Work of many of the girls varies thru day or from day to day. They may therefore sit part of the time, and stand part of the time. Seats substantial stools and a few kegs.

(c) No uniforms. Some girls wore aprons. Most wore caps but they did not cover the hair. Most of girls in chocolate room wore coats or sweaters over their aprons.

11. (a) Belts running obliquely from ceiling to chocolate. Melting kettles were entirly unenclosed.

(b) No fire escapes. No automatic sprinkler. Old building closed wooden stairway. New bldg. concrete. Doors open in.

12. (a) Insanitary bubbler in sink on second floor.

(b) Two wash bowls in work room on second floor. Cleaned by scrub women in general cleaning. No hot water. Hard soap. Paper towels, some distance from toilet. New plant - Two wash bowls on third floor in work room, two on second floor in cloak room. Convenient to toilets. No hot water.

See Miss Dunham on Miss Robinson

12. (c) On second floor at end of long passage 8 ft. partition to passage and toilet. No door to passage. No door to toilet. Entrance to passage partly screened by arrangement and stock. Not adequate. Outside window. Toilet paper. Scrubbed by scrub women before work hours. No sign. One toilet seat. Forty girls to one seat.
New plant - One toilet room on second floor entered from cloak room, one on third floor entered from work room. Entrance of one on third floor not screened. Coth completely enclosed. Windows for light and ventilation. Each toilet room contains 2 seats not screened from each other.
4 toilet seats. 10 girls to each seat.
No designation of toilet as to use by white and colored.

13. (a) None.
(b) None at present.
Large room on second floor which was to be a "recreation room". No furnishings as yet. Well lighted.

(c) Temporary room partitioned off at front of second floor. Nails on walls in hangers. Windows for light and ventilation. Cleaned in general cleaning. Large cloak room provided in new building partitioned off recreation room. Not furnished as yet.

(d) None. Plan to have one.

14. (a,b,c) Mgr. in consultation with forewomen.

(d) None.

(e) Forwomen.

Ga

U. S. Department of Labor
WOMEN'S BUREAU
Washington

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FACTORY SCHEDULE

(94)

Savannah

1. Name of factory So. ~~Cotton Mill~~ Cotton Oil Co. Address Millhaven

2. Product Wisson oil and lard :Person interviewed Mr. Allen, Supt.

3. Number employed

				Total
Men	250 col. wh. (could not tell)	Boys	---	250
Women	2 col. 23 wh.	Girls	-----	25
Total				275

4. Hours

Daily	Begin 8	End 5:30	Lunch period 30	Rest period --	Total	9
Saturday	8	12:30	--	--		4½
Shifts						

At present factory was but 3 das. a week.

Regular weekly number of days 6 Total weekly hours 49½

Shifts weekly number of periods Total shifts weekly hours

5. Overtime None at present

6. Seasonal Busiest in fall.

7. Wages

Pay period 1 week Initial rate $.21 - $.32 an hr.

Fines None

Bonus None

Overtime pay None

Vacation - with pay Office not in plant without pay if they want it.

8. Labor turnover

Date 3/23/21 Agent C. McKenna
E. L. Best

9. (a) At Millhaven about a 10 minutes ride on trolley from Savannah. Some of the girls who live near and walk. The building where the girls work is a large ell shaped two story wooden building. Girls work in large room on first floor and in a small one on 2nd. Ceilings are good height and on 2nd floor the walls and ceiling are specially painted white. Down stairs it is dingier and floors in both rooms were old and slivered - aisles sufficiently wide - no crowding.

(b) Cleaning by porters during work hours occasionally, but at present on the days when factory is not running. Clean on day of visit, but place looked half empty.

(c) In 2nd floor room overhead steam pipes. 1st floor room pipes ran under the windows with steam adequate.

(d) In 2nd floor workroom windows on one side of plain glass room however, rather narrow. On 1st floor windows on 2 sides of plane glass, no shades. Work does not require much light as the work is not hard on the eyes. Overhead electric bulbs unshaded

(e) From doors and windows. In summer the upstairs room would probably be warm. It was equipped with a number of large overhead electric fans.

10. (a) None so far as an observer could tell.

(b) Girls who fill test, straighten flange sit. The others stand but girls change from one job to another so as to both sit and stand. Wooden boxes, no backs, no footrests.

(c) White shirts and buff colored overalls are provided and laundered by firm. All girls wore them. Caps were also provided but none had them on.

11. (a) None so far as to be observed. Belts and wheels were well guarded excepting two belts in the Wisson oil room which Mr. Allen said they were going to guard. Fillers were run by individual electric motors.

(b) One wooden stairway with hand rail leading to second floor workroom. Automatic sprinklers, fire extinguishers, sliding doors.

12. (a) Ice cooler filled with ice at end of first floor workroom and 2nd floor workroom tin cup and a faucet.

(b) ~~One-we-~~ Eight white enameled basins in cloakroom on 2nd floor; no hot water, soap or towels provided; cleaned by colored women daily; clean on day of visit.

(c) Two compartments in cloakroom; no outside windows in compartment, ventilates over top of partition in cloakroom. Very tiny hardly room to get in; cleaned by colored women once a day; clean on day of visit. Toilet paper supplied. 2 seats, from 8 on day of visit to 25 girls to a seat.

13. (a) A large room with windows on two sides; small wooden tables seating four; plain wooden chairs, lunch brought over from kitchen. in another building. rocking chairs scattered about, a victrola. Room cleaned by colored woman daily. This woman has charge and also cleans the cloakroom toilet, washbowls, etc.

(b) None except chairs in lunchroom.

(c) Off lunchroom; 2 outside windows with wash basins and mirror at end near windows. Wooden lockers with combination lock on sides of room and down center. Cleaned daily by colored woman. One girl said she always kept her locker locked (most of them were locked) and liked the combination "you couldn't lose it" but said her locker was full of roaches and so were the other girls'.

(d) First aid cabinet in another building; administered by foreman of that building. No records.

14. (a) The foreman of the department.
(b) " " " " "
(c) " " " " "
(d) None
(e) foreman.

No forewomen. Work requires but little training of any kind.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

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FACTORY SCHEDULE

(94)

1. Name of factory Savannah Oyster Plant : Address Thunderbolt

2. Product Oysters, fresh and canned. : Person interviewed Mr. Johnson, Mgr.

3. Number employed

				Total
Men	6 col.	Boys	---	6
Women	14 col.	Girls	---	14
Total	20 col.			20

4. Hours

Daily Begin 8-9 End 4-5 Lunch period - Rest period - Total 8-9

any time they desire

Saturday Same. 8-9

Shifts

Regular weekly number of days 6 Total weekly hours Uncertain, no regular hours.

Shifts weekly number of periods Total shifts weekly hours

5. Overtime —

6. Seasonal October 1 to May 1. Four or five years ago canned peaches in summer.

7. Wages

Pay period 1 week. Initial rate $.30 a gallon.

Fines None.

Bonus None.

Overtime pay --

Vacation - with pay -- without pay

8. Labor turnover About the same women come to work each year.

Date 3/4/21 Agent E. L. Best

Savannah Oyster Plant.

9. a. Out at Thunderbolt, a suburb of Savannah about 30 minutes on the car but most of the workers live at Thunderbolt. A cement building, perhaps 150 feet long and 75 wide. Office, shipping and packing room in front. Shucking, canning, and delivery rooms in rear with entrance from wharf. Building is built partly out on dock over the Savannah River. Building but a few years old and entirely of cement, even to walls and floors. The room where the women work is a long room about 40 feet wide with "stalls" or tables with board enclosures about 2 feet high to keep the oysters from spreading into the neighboring compartment. Each worker stands on a wooden platform raised about 8 inches from the floor (this is probably to prevent the standing on the cement floor which is wet from the oyster shells). The room has barrels at the end of the room into which the shucked oysters are dumped from the individual gallon pails. Canning is done here but a few times in the 6 months, only when there are too many oysters brought in to be taken care of by the local consumption. The shucked oysters are packed in barrels, packed in ice,and shipped to Savannah and near by points to be eaten within a few days. Ceiling is high with skylights; no crowding.

b. Workers clean up when the day's work is done; general character of the place fairly clean considering the dirt of the operation. The workers themselves were dirtier than the room as a whole but that was natural as the oysters spattered them with mud and liquor. Some of the men and women were smoking pipes and some were chewing tobacco and the spitting was constant.

c. A small stove in center of work room used as heat and also to warm up coffee and tea which the workers brought. On a cold or windy day the stove would be inadequate .

d. Natural light through high windows about 3 feet square on one side of workroom and from skylight over workroom. The work requires but little eyesight. No artificial light.

e. From large sliding doors at end of work room which open on the dock. Ventilators in skylight can also be open.

10. a. The oysters are hit with the blade or handle of the knife and then the knife dipped into the broken end of the oyster, pried loose and thrown into pail. Considerable danger from cuts from the shell or knife. The manager said the workers were seldom cut and it was noticed that all wore either cloth or leather around one hand and usually a heavy glove on the other.

10. b. All the workers stood while at work. A couple of wooden chairs were placed near the stove and at lunch time the women sat on them and on boxes out in the delivery room.

c. None. The oldest clothes possible seemed to be the "uniform" usually worn -- few wore aprons or anything to cover themselves from the water and mud.

11. a. None.

b. None.

12. a. From a faucet at one end of workroom; workers bring their own cup.

b. Practically none. The manager said there was a hose in the next room (where the canning is done) and they could run it over a barrel and wash if they liked. No soap. No towel. No hot water.

c. Two toilets down on dock, one for men and one for women. Wooden screen in front of door. Door not designated. Space for ventilation between top of door and roof; no plumbing; seat directly over river. No toilet paper; manager did not know who cleaned; one seat; place fairly clean.
1 seat to 14 women (seldom more than 20 women employed.)

13. a. None. Women eat whenever they want and wherever. Some sit around stove; some on boxes wherever there are any.

b. None.

c. Women wore their hats and sweaters. A few extra wraps lay on table at end of workroom.

d. None.

14. a. Mr. Johnson, Mgr.
b. " " "
c. " " "
d. None except payroll (without names)
e. By other workers. Most of those who come have done the work before.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

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(94)

FACTORY SCHEDULE

Savannah

1. Name of factory Southland Candy Co. : Address Williamstown Street.

2. Product Hard candy : Person interviewed Mr. Helfrish

3. Number employed

				Total
Men	9 col.	Boys	0	9 col.
Women	10 white	Girls	0	10 white
Total	19			19

4. Hours

Daily	Begin 8	End 5	Lunch period 1 hr.	Rest period ----	Total	8
Saturday	8	12				4
Shifts						

Regular weekly number of days 6 Total weekly hours 44

Shifts weekly number of periods Total shifts weekly hours

5. Overtime None - 1920

6. Seasonal January to October busiest season

7. Wages

Pay period 1 week Initial rate $7.50

Fines None

Bonus None

Overtime pay Yes

Vacation - with pay ---------- without pay if they want

8. Labor turnover No figures

Date 2/21/21 Agent E. Best M. Robinson

Southland Candy Co.

Factory Conditions.

9. a. Occupies the whole of a small one-story building, located in down-town section. Building old and badly kept. Floor of work-room only one step up from the street. Arrangements of work-tables haphazard and very bad. Place crowded. Aisles congested with stock and debris. General conditions insanitary and wholly unsatisfactory. White girls and colored. Men work almost side by side.

b. Manager said man cleaned after hours, raking up accumulated dirt, and cleaned more thoroughly on Saturday. Work-room extremely dirty; looked as though it was never cleaned. Accumulation of old dirt and litter of every sort piled in corners. Sawdust on the floor, mixed with refuse of various kinds.

c. Heating by stove in one corner of room, used in connection with industry. Insufficient heating, probably on a cold, damp day.

d. Work-room completely devoid of windows. Only light for the fairly large room from the entrance door, and this was cut off by high piles of stock and door at rear of building also. In the roof were several arrangements like covered sky-lights, admitting perhaps a few faint rays of light through wire screening on the perpendicular sides at two ends. Light wholly inadequate. Artificial lighting necessary. Artificial lighting entirely inadequate. A few electric bulbs without shades on cords, several feet above workers' heads, scattered at irregular intervals.

e. Ventilation from front door and from several small openings in roof, covered with wire screening. No windows. Inadequate.

10. a.

b. Girls wrapping and packing stand, for the most part at their work. One girl who was wrapping was sitting on the table. Three chairs were seen in the work-room, one wooden chair, and two with a rush bottom, which the girls might occupy in leisure moments. Ten girls at work on day of visit.

c. None.

11. a. Working in such a badly lighted, badly ventilated, dirty place would be a menace to health.

b. No fire precautions, but probably little fire hazard as girls were on ground floor. The congestion of stock, etc., in the aisles, might, however, constitute something of a fire hazard. Door opens out. A good bit of inflammable material, such as boxes and papers, piled in room.

a. One cold water faucet in corner of room near stove. Several common drinking cups. White girls and colored men work in the plant, and might use the same cups.

b. 1. Wash at sink in one corner of work-room near stove.
2. ----------
3. No hot water.
4. No soap.
5. No towels. One girl said, "We wipe on our handkerchiefs or anything around handy."

c. One toilet in one corner of room. Entrance to toilet through a passage-way formed by piled boxes. Passage-way so dark and obstructed that it is necessaryfor a girl to light a match to find her way to the toilet.

Quite

No outside ventilation, and no light of any sort in toilet. The toilet was so dark on the day of visit that it was impossible for the investigator to see what it was like. The manager said that the girls cleaned the toilet, but the girls when questioned said that they never cleaned, and that no one ever cleaned it to their knowledge. The odor on the day of the visit was very objectionable and was noticeable even at several yards from the entrance to passage-way to toilet. Partitioned to ceiling.

2. One seat.
3. White girls and colored men use the same toilet. 10 girls and 9 men at work on day of visit, but number varies. Someties as many as 27 girls at work.

13. a. None.
b. None.
c. Room behind office, littered up with stock, was called "cloak room," but had no conveniences whatever.
Girls hung wraps on nails in walls in small congested room behind office. Outside window - girls supposed to clean - but the girls interviewed said they never did and it was never cleaned.

d. A few simple remedies, administered by
1. Manager.
2. None.
3. ----------
4. ----------
5. None.

14. a. Manager
b. "
c. ----------
d. None
e. ----------

over

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U. S. Department of Labor
WOMEN'S BUREAU
Washington

(94)

FACTORY SCHEDULE

Columbus, Ga.

1. Name of factory Southland Candy Co. Address 1006 Broad St.

2. Product Candy (fudge specialty). Person interviewed J.M.Helfrich,Mgr.

3. Number employed

			Total
Men	1 col. 3 white	Boys --	4
Women	7 white	Girls --	7
Total	1 col. 10 wh. 11 Total		1 col. 10 wh. 11 Total

4. Hours

	Begin	End	Lunch period	Rest period	Total
Daily	8	5:30	30 min.		9
Saturday	8	2	30 min.		5½
Shifts					

Regular weekly number of days 6 Total weekly hours 50½

Shifts weekly number of periods Total shifts weekly hours

5. Overtime None lately.

6. Seasonal Not seasonal.

7. Wages

Pay period 1 week. Initial rate $7 per week.

Fines None.

Bonus None.

Overtime pay Same rate as regular time.

Vacation - with pay -- without pay --

Girls dose time and pay if they take a vacation.

8. Labor turnover No figures.

Date March 28, 1921. Agent Mary H. Turner.

Firm was closed for several months at different times last year owing to scarcity of sugar so could not take a 52 week schedule.

Southland C

9. (a) The concern was located in a small one story brick building. There was only one room. The sales room in the front was separated from the work room by a lattice work. The office was in the front end of the work room. The place was disorderly. The packing boxes for the candy and the boxes of stock material were scattered all over the place. The kettles for cooking the candy were on one side of the room toward the rear. The metal covered tables where the girls worked wrapping, were on both sides of the room toward the rear.

The factory was in the middle of a business block on the main street of the city. The factory occupied the entire building. The ceiling was fairly high. The aisles or spaces between tables were not regular, no order or apparent system of arrangement. Workers were not crowded.

(b) Work room is cleaned once per week by a colored man, generally Saturday.

On day of visit which was Monday, the floor was dirty. On the floor under the tables where the girls worked saw dust is sprinkled, quite plentifully. This wasqrenewed once per week.

Floor seemed sticky on day of visit, a damp, warm, day. Floor was of boards.

(c) No heating except from the fire under the cooking apparatus. This heating is sufficient.

(d) Natural lighting was by one window opening outside and by means of a skylight in ceiling in about the center of the room. Clear glass in window panes. Window diery.

Workers depended mostly on artificial light. Artificial lights were drop electric lights hung from ceiling. Clear glass bulbs, no shades. These lights hung at intervals, about the workroom. No apparent relation to position of the worker.

(e) Ventilation was by means of a door in the rear of the workroom and the one window. Window open on day of visit.

In the rear wall over the kettles where the cooking was done was an electric ventilating fan. Fan was going on day of visit.

10. (a) None of the operations involved any special hazard or strain. Most of the chocolates are dipped by machine. Occasionally when hand dipping is done, the chocolate is heated by gas burner. Hand dipping very seldom done.

(b) The wrappers would be exposed to the strain of standing. No workers would be exposed to the strain of sitting. No seats were seen. Girls sit on boxes or anything handy.

(c) No uniforms. Some girls wore aprons, some did not. Furnished and laundried aprons themselves.

11. (a) No belts. Girls do not tend the cooking kettles so are not exposed to danger from burns from hot liquid.

(b) No stairway, one story. No fire excapes. Two exits, one through store in front onto street, and one in rear of room through a shed and then onto an alley. Shed mostly filled with trash of various kinds. No automatic sprinklers. Material inflammable.

12. (a) Drinking water is secured from a cooler. Ice is placed in this cooler each morning. A common drinking glass was sitting near.

(b) 1. Workers wash in an enameled iron sink in rear of room. This is also used for work purposes and was not very clean. An old greasy cloth was laying in it and some other litter.
2. Sink is scrubbed once per week or oftened if needed! - Cleaned by colored man.
3. No hot water.
4. Workers furnish own soap.
5. Workers furnish own towels.

(c) 1. Toilet was located in a shed outside of the building, though shed was built over the rear door. To reach toilet one has to pass out around a lattice work onto the alley which ran along the rear of the building. No outside window, door opens almost out doors though. Partition extended to ceiling. Equipped with door. Entrance not screened, though not visable from alley. Door not designated. Cleaned by colored man once a week. Guide said he did not get to it this past Saturday. Very dirty. No toilet paper.
2. One toilet.
3. Seven girls to toilet seat.

13. (a) No lunch room. Girls eat in workroom or go out to lunch.

(b) No rest room.

(c) Wraps are hung on the walls of a small space boarded off from the work room near the office. No window.
(d) No first aid equipment.
1. ---
2. No hospital room.
3. ---
4. ---
5. No health records kept.

14. (a, b, c) Manager hires, fires, transfers.
(d) No employment records are kept.
(e) No training.
(f) One forewoman.

Georgia (State)

Miscellaneous Mfg

8 Schedules

U. S. Department of Labor
WOMEN'S BUREAU
Washington

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(94)

FACTORY SCHEDULE

Savannah

1. Name of factory Diamond Match Co. : Address Millhaven,

2. Product Matches : Person interviewed Mr. ~~Woodward~~ Woodruff, Mgr
Miss Way, bookkeeper.

3. Number employed
when running full*

				Total
Men	70 wh. 300 col.	Boys	------	370
Women	5 wh.-310 col.	Girls	------	315
Total	685		------	685

4. Hours

Daily	Begin 8	End 5:30	Lunch period 30	Rest period ---	Total 9
Saturday	8	1:00	-----	-----	5
Shifts	----	----	----		

Regular weekly number of days 6 Total weekly hours 50

Shifts weekly number of periods ----- Total shifts weekly hours

5. Overtime None for women

6. Seasonal No.

7. Wages
Pay period 1 week Initial rate $.13 an hour.

Fines

Bonus None now - formerly .01 an hour for a full week attendance - for machine operators only
~~When~~ is a It is a profit drawing scheme for all employees who do not lose more than 12 days a yr.-last year 5½% of earnings.

Overtime pay None

Vacation - with pay No without pay No

8. Labor turnover No record

*At present closed except in machine shop, where new machinery is being installed.

Date 4/1/21 Agent C. McKenna
E. L. Best

9. (a) A 10-minute walk from end of street car line - some of the workers live near, some come from Savannah - factory consists of 3 buildings of brick with walls almost entirely of glass and glass skylights. Two side buildings used for storage and lavatories. Main building consists of two large wings - one is divided into 2 sections, splints are straightened and put in trays in one room and dipped and packed - in the other. The 2nd wing is divided into a machine shop, a laboratory, a storage room, and the room where boxes are cut and folded. Here is a balcony across one end of the box room where a cafeteria lunch is served. Building is roomy, light and pleasant - no crowding.

(b) By colored men doing work hours, but girls are ~~employed and~~ supposed to keep their own machines, or work benches - factory was clean on day of visit, but was not running.

(c) Steam radiators under windows and along side of room - no girls worked close to radiators.

(d) Windows in some rooms on one side, in some on 2 sides - also overhead light from skylight. Rooms are light and work requires so little eyesight that electric lights are seldom used. Electric lights on overhead bulbs enclosed in white opaque globes. Low bulbs unshaded are hung on long cords near machines for use of machinists.

(e) From windows except in dipping room where the air is kept at 70° summer and winter by means of air forced in through registers in the floor under the dipping and drying machines and taken out through large pipes with opening in the ceiling. The same machines ~~cest~~ cool the air in summer and heat it in winter - it also keeps the air dry.

10. (a) None - unless speed - not running on day of visit.

(b) Seats are supplied to all workers and at all work except the straightening tables. The workers can stand or sit. High work chairs with backs - no foot rests on chairs but the bench and machine girls have a rod when they rest their feet.

(c) None.

11. (a) None.

(b) Workrooms on 1st floor -automatic sprinklers - fire extinguishers - doors open in - should think material would be inflammable but manager said they had never had a fire.

12. (a) 33 sanitary bubblers scattered throughout plant.

(b) Three wash rooms for colored girls - one for white. These were in the 2 buildings adjoining the main one - one wash room contained 13 basins, another 10 - another one - 5 shower baths adjoined 2 of the washrooms - white washroom had 14 basins, no showers - all washrooms had outside windows- cement floors - toilets along 2 sides - doors not designated - hot and cold water - liquid soap - paper towels - changed daily by colored cleaner (woman) clean on day of visit and general condition excellent. Manager said girls never use showers.

(c) Toilets in washrooms -outside windows, and partitions do not extend to ceiling - doors in front of seats - 28 seats for colored. 10 " for white.

1 girl white to 2 seats.
12 girls col. to 1 seat.

13. (a) On balcony above box room - it is more like a agallery than a room - is not enclosed - no windows - light from box room - long narrow white tables - benches on each side - men use one end of gallery- women the other - the space is not large and evidently not more than a third of the workers use it.

(b) None.

(c) Hooks in washroom, but most of girls prefer to keep their wraps with them in the workroom - less apt to get stolen.

(d) 2 cabinets- one in machine shop - one in laboratory.

1. Head mechanic and girl in laboratory.
2. None.
3. None.
4. "
5. " unless serious, when they are kept.

14. (a) The foreman for his own department.
(b) " " " " " "
(c) The superintendent.
(d) None - address- age- conjugal condition if worked in plant before - present job hired for and rate.
(e) Foremen.

The factory started in 1917 with all white girls. They were found so inefficient that gradually colored girls were instructed by departments. The present 5 white girls will be kept as long as

they want to stay, but no new ones will be hired. The colored girls receive a lower rate than the white girls, but produce about as much work and do not complain at having to pick up around their own machines- are really cleaner than white girls - "quite different from the northern factory girl" the manager said.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

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FACTORY SCHEDULE (Georgia)

1. Name of factory Mente Co. Inc. : Address Savannah

2. Product New and old Bags and Burlap. : Person interviewed E.L.Whitney, mgr. Mr. Reynolds, Foreman.

3. Number employed

				Total
Men	10 w. 20 col.	Boys	—	10 wh. 20 col. - 30
Women	1 wh. 130 col.	Girls	—	1wh. 130 col - 131
Total	11 wh. 150 col.		—	11 wh. 150 col - 161

4. Hours

Daily	Begin 7:30	End 5:30	Lunch period ½ hr	Rest period	Total 9½
Saturday	7:30	12			4½
~~Shifts~~					

This schedule is from → Apr. to Sept. (Cf. note back.)

Regular weekly number of days 6 Total weekly hours 52

Shifts weekly number of periods Total shifts weekly hours

5. Overtime Stated none for women. Pay roll showed some Apr. 15, 1920.

6. Seasonal No.

7. Wages

Pay period N 1 week. Initial rate N. R.

Fines None.

Bonus None.

Overtime pay None. (Pay roll shows 15 and 20¢. 15¢ usual).

Vacation - with pay ____ without pay ~~No system.~~

8. Labor turnover No figures.

Date Apr. 15, 1921. Agent E. BENHAM M. ROBINSON

9. (a) Occupies all of four one story buildings of wooden frame and corrogated iron. Workers live near by. Foreman stated three-quarters mile or nearer. Ceiling high enough. Aisles wide enough. No crowding.

(b) Two colored women sweep all the time. Clean.

(c) No heating. Foreman stated steam was too expensive. That insurance Co. would allow no other kind. Had plan of serving hot soup or coffee two or three times a day in cold weather and found it satisfactory. Would close in case of severe cold.

(d) A few small windows on four sides. Each building had raised portion of roof thru center with windows on both sides forming a satisfactory skylight. Natural light sufficient on day of visit. Bright day. Hanging electric lights at regular intervals bout 7 or 8 ft. above workers' heads. Shaded with fluted glass shades. Bulbs clear glass.

(e) Natural ventilation thru doors, windows and skylight. No dust and lint noticeable except where bags were turned. Slip sacks on a form then turn by pulling off. Causes dust to fly.

10. (a) Turning sacks, Hazard of having fingers crushed in press. This has happened once foreman stated. Tripped by foot tread. Foreman stated possible hazard of dust from corn sacks. None noticed on day of visit. Were mending rice sacks. Sugar sacks washed before mending.

(b) Machine and hand sewers sit. Turners, inspectors, riveters, clippers, (of threads), yard workers (hang sacks to dry, pile, count, etc.) stand. May sit at times when waiting for work.

Machine sewers sit on home made benches. Hand sewers on piles of sacks. Others observed sitting in spare time on benches or work tables where inspecting was done. No foot rests.

(c) Women in the tie dept. riviting wore aprons made of burlap. Burlap furnished. Others wore old work clothes. Most wore hats.

11. (a) Some unenclosed overhead belts near ceiling. Side belts where women worked all inclosed.

(b) No stairways or fire escapes. One story building doors opened in. Automatic fire extinguishers. Barrels of water and fire buckets in all rooms. Fire hose in yard. Foreman stated lint from burlap extremely inflammable. "Just like gun powder."

12. (a) Faucets in sink outside one work room. Common cup. Foreman stated they furnished individual cups but workers did not take care of them.

(b) Four faucets in large iron sink outside one work room. Clean. Cleaning not noted. No hot water. No soap or towels.

(c) A row of 12 toilet compartments in yard 6 for women. 6 for men. An 8 ft. partition extended out about 8 ft. between those for men and those for women. Septic tanks that drain into a common sess pool. No screen before doors. No designation. Two wooden seats with wooden covers in each compartment, no screen between these seats. Some odor. No toilet paper. One of workmen cleans toilets with hose every Monday. Some tracked in dirt.
2. Twelve toilet seats.
3. About 12 women to one seat (6 compartments; 2 seats in each)

13. (a and b) None.

(c) No facilities. Women usually keep wraps on.

(d) Bandages and a good many remedies of various sorts kept in a small tool room in one corner of one work room. Have medecine for fever, digestional trouble, etc. as well as for injuries. Administered by dept. foreman. Also firm employs a doctor to treat all employees as needed for all sorts of accidents or sickness, either in his office or in the homes.

14. (a, b, c) Two foremen in two general depts.

(d) None.

(e) Foremen with help of certain inspectors or forewomen. In machine department women are arranged zt machines according to ability one row being learners.

(f) In machine sewing roomtwo forewomen who give entire time to supervision. In mending department one inspector who also supervises for every 5 women.

NOTE: Occupations not given on cards in most cases so these forewomen are not designated, however there is not enough difference in pay to justify their exclusion.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

84

(94)

FACTORY SCHEDULE (Georgia)

1. Name of factory Ga. Veneer and Package
Address Glenn St., Brunswick.

2. Product Fruit baskets and crates.
Person interviewed Mr. Hummel, Production mgr.

3. Number employed

					Total
Men	76 w. 81 col.	Boys	x	76 wh. 81 col.	157
Women	28 w. 54 col.	Girls	x	54 col. 28 wh.	82
Total	104 wh. 135 col.			~~104 wh. 135 col.~~	-239

4. Hours

	Begin	End	Lunch period	Rest period	Total
Daily	7	5:30	1/2		10
Saturday	7	12			5
Shifts					

Regular weekly number of days 6 Total weekly hours 55

Shifts weekly number of periods Total shifts weekly hours

5. Overtime None.

6. Seasonal Steady.

7. Wages
Pay period 1 week. Initial rate 1.10 day

Fines ~~none~~

Bonus None.

Overtime pay None.

Vacation - with pay None. without pay ~~Irreg. Can arrange.~~

8. Labor turnover No figures.

Date Apr. 8, 1921 Agent E. Benham

9. (a) Occupies four two-story wooden buildings and one one-story corrugated iron building (engine and boiler room). About half hour's ride on street car from city. Colored workers live in vicinity, white workers come on street car or autos. Ceilings 10 to 12 ft. about. Aisles wide but rather circuitous. No crowding except in room where baskets were drying. Here women worked part of time tieing baskets. There were no aisles. They had to make their way over and among baskets which covered most of floor space.

(b) Colored sweepers working all the time. Clean except for necessary day's litter.

(c) Steam heat in pipes next to walls in basket dept. Other rooms too open to make heating possible. Manager stated it was seldom too cold to work. If it were would have to shut down.

(d) Basket room windows on three sides. Windows about 5 ft. apart. Rooms where sawing and nailing of parts of boxes and crates was going on had windows scattered on four sides but machinery and stock interrupted some of the light. Glass clear. No shades, no glare. Drying rooms for baskets had no windows. Walls constructed on principle of a shutter allowing entrance of light and air. Some tieing was done on a gallery entirely open on one side. Some work done entirely out of doors. The enclosed rooms seemed gloomy tho natural light was sufficient.on bright day. Artificial light needed on cloudy days, manager stated. Basket room and sewing rooms had unshaded electric lights about 3 or 4 feet above workers heads at irregular intervals. Did not seem adequate but hard to judge. Work was not close. Wire stitching on baskets required most light and was best provided. Bulbs clear glass. No artificial light in basket drying room.

(e) Natural ventilation thru doors windows and other openings.

10. (a) Wire stitching, hazard of catching fingers. No way of preventing it but care, mgr. stated. Stacking, possible strain of reaching and lifting Two women observed, one standing on ground passing nemer to woman on barrel who placed it on a pile on level with her shoulders. Women stacking in yard were constantly stooping to get material from ground which they placed in racks at from waist to shoulder level. They need not do too heavy lifting. Women in the yards had additional strain of the sun's heat. There was no shade. The plant was closed in case of heavy rain.

(b) Shapers and stitchers in basket dept. sit on boxes. Others stand. Women stacking or grading around machines might have time to sit if waiting for work from machines. There were boxes or piles of material available. Other women tieing baskets, stacking, grading or pulling (taking material from racks in yard) were apt to keep busy all day. No foot rests.

(c) No uniforms. Some wore aprons. Colored women quite generally wear hats or caps.

11. (a) Some small side belts unenclosed in basket room and rooms where machines work was done. Also over head belts in sawing rooms. Large side belts guarded.

(b) Stairways open, wooden with wooden hand rails. Some outside. Some openings had no doors. Some outside. Some openings had no doors. All doors were on rollers. Automatic sprinklers thru out. Wood in small thin pieces finished baskets, etc, all inflammable.
Brick fire well at end of main building where baskets are made and other machine work done. One basket drying building is beyond this.

12. (a) Only one place to obtain drinking water at present. This is just outside the central building. Water flows constantly with a barrel forming a sanitary fountain. A pail of water is kept in the basket room, second floor. Common dipper. Will have water available in wash room off basket room soon. Colored women usually have Coco-Cola bottles and "bring each other a drink."

(b) None at present. Will have wash room off basket room. Small room 8 ft. partition. Plan to put in wash bowl and furnish soap and towels. This will be for white girls only all of whom work in basket room. No provision for colored women unless they use running water where they drink. No hot water.

(c) Three inside toilets same description. One off basket room, 2nd floor, for white girls. One off each of work rooms first floor for colored women. These three are small compartments enclosed in 8 ft. partition with door. No window, Diffused light over partition and thru cracks.
For colored women in yard one outdoor toilet. Had septic tank. Wooden seats with covers. The three inside toilets had no screen before entrance tho they were not in conspicuous part of work room. They were all designated. Outside toilet had screen before entrance, no designation.
One man whose business is to sweep toilets daily, after work hours and to do other cleaning and disenfecting as girls report it as necessary. Toilets clean. Toilet paper furnished in two inside toilets for colored women. Not in two others.

2. Three inside toilets, one seat each. Outside toilet two seats.
3. 29 white girls to one seat.
About 6 colored women to one seat in yard.
About 21 " " " " " inside.

However, colored women inside may use toilets in yard. Couldn't be sure of this.

13. (a and b) None. A colored woman sells hot food from an improvised table outside the plant. A private enterprise.

(c) None at present. Proposed wash room (12b) will have hooks for wraps for white girls. Colored women do not remove wraps usually.

(d) First aid cabinet in Production Mgr's office. No one person in charge. Stated he and two other men in office had some knowledge of first aid. No records.

14. (a) Production manager.

(b) Foremen consulting with production manager.

(c) " " " " "

(d) No records.

(e) Foremen introduce each worker to place, show what is to be done and how and point out danger of work if any.

(f) No forewomen.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

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(94)

FACTORY SCHEDULE

Savannah

1. Name of factory American Can.Co. : Address Millhaven

2. Product Cans. : Person interviewed Mr.B.A.Flenry,Supt. Mr. George-Bookkeeper

3. Number employed

				Total
Men	20 col. 56 wh.	Boys	- -	76
Women	1 col. 45 wh.	Girls	- -	46
Total	122			122

4. Hours

	Begin	End	Lunch period	Rest period	Total
Daily	8	5:30	50 min.		9
Saturday	8	12			4
Shifts	-	-			

Regular weekly number of days 6 Total weekly hours 49

Shifts weekly number of periods Total shifts weekly hours

5. Overtime Very seldom.

6. Seasonal A little slack from Jan. 1 to May

7. Wages

Pay period 1 week. Initial rate $.20-$.22½ an hour

Fines None.

Bonus None.

Overtime pay Same rate.

Vacation - with pay None. without pay

8. Labor turnover No record.

Date 3/10/21 Agent E.McKenna
E.L.B est

American Can Co.

9. a. At end of car line 20 minutes from Savannah. 2 story brick building The factory building and the storehouse connected by uncovered bridge. Ceiling on 1st floor of medium height. On 2nd floor the center of roof is raised several feet with ventilators on each side of raised part. Glass is in top of the raised part. Aisles were of medium - main aisles were wide, others too naroow and it was necessary to pass between machines only a few feet apart. Considerable crowding of machines and of workers, especially if plant were running full.

b. By colored porter (not in evidence) who sweeps during working hours. One for entire plant. Floors black and oil and covered with considerable tin scrap, more it would seem than one day's accumulation.

c. Overhead steam pipes. They would seem adequate.

d. Large windows on four sides of both work rooms - glass painted white in some frames but not in all. 1st floor room dark in center from the large number of overhead belts. Workers placed without reference to light - apparently placed according to space. Overhead electric bulbs;most of them had reflectors. A few without. Hung a few feet from ceiling. No individual lights excepting a machines where the material "took off."

e. From windows and overhead skylight on 2nd floor.

10. a. Strain of continuous noise. A possible hazard from many unguarded betls and wheels. Presses were well guarded.

b. Girls soldering and at work on machines sat, excepting one girl working doing planing. Girls washing, inspecting, drying, toping, stood. Some girls had wooden chairs with backs but most had rather high wooden stools with no foot rests (on machines they could not use a foot rest but girls soldering could).

c. Girls are provided and must wear caps; gloves (white cotton) are supplied at $.05 a pair and all girls wore them. Use about 1 pair a week.

11. a. Noise. Unguarded belts and wheels. Narrowness of aisles makes these more of a menace.

b. Two wooden stairways with hand rail; one at each end of building. Doors open out. Automatic sprinklers. Extinguishers and fire buckets.

12. a. Ice-cooler on first floor workroom in summer, faucets in trough at side of workrooms in winter and girls furnish their own cups-usually a tin can.

b. White enamel trough in cloak room with 20 cold water faucets. Trough yellow and dirty looking. No soap. No towels. Supposed to be cleaned by janitor daily. Certainly had not been cleaned on day of visit. There are also iron troughs and cold water in each workroom near toilets but girls do not use these the manager said.

American Can Co.

12. c. Off each workroom and well screened from work room. Doors not designated. Outside window. 3 seats without doors in front. Wooden seats off in all but one case. Bowls yellow. Floors covered with scraps of paper, old shoes, etc., a few coats and hats on walls. Paper supplied. Toilets flush "about every 5 minutes". Janitor supposed to clean daily before hours. Place certainly not cleaned for several days.
6 seats.
8 girls to a seat.

13. a. Cafeteria on 2nd floor of warehouse. One good sized room for both menand women. A small one for office workers and a small one for colored men. Large room has windows on 2 sides. Tables covered with oil-cloth, seat 6. Plain wooden chairs. Place looked fairly clean, but not attractive. Sandwiches, soup, pie, bread and coffee served. May bring their own lunch. Some prefer to eat in work room but management discourages this.

b. Couch in hospital room.

c. Cloak room on first floor of warehouse. Door kept locked; key with foreman. Windows at one end; 1 rows of wooden lockers on 3 sides of room and down center. Doors not kept locked. Paper and scraps of odds and ends on the floor. Washing trough under windows. Janitor is supposed to clean daily during work hours.

d. Hospital room on 2nd floor off store room in warehouse. Has outside window. Contains a white enamel cabinet with remedies, a couple of chairs and table, a couch behind a screen, a toilet and wash basin.
Miss McKean who also runs the cafeteria. She is not a nurse but understands first aid.
Keeps records of all cases treated.

14. a. Foreman.
b. "
c. "
d. Not now.
e. Foreman.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

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FACTORY SCHEDULE (Georgia)

Savannah

1. Name of factory Pierpont Mfg. Co. : Address Millhaven, Ga.

2. Product Boxes, crates, wooden wear. : Person interviewed Mr. Pierpont

3. Number employed

				Total
Men	15 wh. 150 c.	Boys	0	165
Women	15 c.	Girls	0	15
Total	180		0	180

4. Hours

	Begin	End	Lunch period	Rest period	Total
Daily	7	5:30	25		10 hr. 5 min
Saturday	7	5	25 min.		9 hr. 35 "
Shifts					

Regular weekly number of days 6 Total weekly hours 60

Shifts weekly number of periods Total shifts weekly hours

5. Overtime None See yellow cards of firm

6. Seasonal No

7. Wages

Pay period weekly. Initial rate $1 a day.

Fines None (not allowed to work that day if more than 5 minutes late.

Bonus None now

Overtime pay

Vacation - with pay No without pay Permitted

8. Labor turnover No figures

Date Apr. 12, 1921 Agent M. Robinson

Factory conditions.

9. (a) Consists of a group of two story frame buildings, located in a large lumber yard at Millhaven a 20 minutes car-ride from Savannah. A group of colored women work in one corner of the box dept. on 1st floor of one building, two as repairers on first floor of another building.and two more in tub dept. on first floor of 3rd building, in the center of the room. The aisles are wide enough the ceilings high enough but the arrangement in the rooms seemed haphazard, unsystematic, and the corner of box dept. where women worked seemed somewhat congested with stock and machines and workers. Usually some women work in yard, putting small pieces of veneer on racks to dry.

(b) Colored men clean, that is pick up debris, and sweep. Sweeping is not done daily, although in some parts of mills men work constantly clearing away litter. No scrubbing.

The rooms were very much littered with sawdust and debris, probably an accumulation of some days. The women do not do any cleaning.

(c) No heating system. Manager said it "doesn't get cold here."

(d) In all rooms small windows, plain glass, no shades and large open doors, some light from 4 sides. The rooms are so large and there is so much stock piled about that the central parts of rooms are dim. Women in box dept. in one corner have enough light. One woman here, who inspects box ends stands with back to window, has enough light. Women repairing near enough to windows, but two women in tub dept. are too far from windows to have enough natural light, and one electric bubl, no shade, 2 feet above heads was burning on day of visit. a bright day. In box dept. one electric bulb with green and white shade about 5 ft. above heads of workers, in corner of room where women worked. No other lights noted, but there may have been a few others placed haphazardly in large room. There were no lights on the cords hanging over heads of women repairing. The sockets were empty of bulbs.

(e) Ventilation from doors and windows seemed adequate. wherever sawdust was generated, manager said exhausts were used, no women in saw-mill.

10. (a) Probably none although a woman who was not tall might have to stretch to put pieces of veneer on racks several feet above her head.

(b) All women stand or walk at work except two in tub dept. who make tub-handles one doing hand-work the other using a small hand machine to put a loop in the ends of wire. No seats seen except boxes, baskets, keys, etc. Two women sitting at work had keys. Manager said other women sat down some times. No foot rests.

(c) None.

11. (a) Unguarded overhead belts. Side belts for most part guarded. One was seen which was unguarded. near several women. Women have to stay in certain part of room, so manager said.

(b) No women on second floor. Stairways not seen, but it was said they are wooden with wood hand rail. No fire escapes on 2-story building, at present second floor is used for stock rooms only. Overhead automatic sprinkler in all ~~buindi~~ buildings. Fire extinguishers. Doors are large shading variety, kept open. A great deal of inflammable material, everywhere.

12. (a) A bubbler in each building. City water. No system of cool ing.

(b) No washing facilities in buildings. Faucets in the yard. "Can get hot water from the boiler. No soap, no towels, furnished.

(c) A wooden water closet in yard. No window, but apparently sufficiently ventilated through cracks and by door. No strong odor noted. Two seats cut in one board, no partition between. No screen. Not designated. A colored man turns the fire hose on it every Saturday evening after hours. Fairly clean. Manager said it is very hard to keep toilet respectable that he has to burn it down about every 6 months and build a new one. No toilet paper. No covers to seats. Opening behind for removal of kegs. Manager said he had tried plan of having contents burned, but negroes struck the first day he tried it, because of superstitious reasons.

2 seats.

3. Now 7½ girls to a seat. Manager said that formerly firm employed as many as 60 women, then 30 girls to seat.

13. (a) (b) (c) None. Manager said girls didn't have wraps, but several were seen wearing hats in work room.

(d) First aid cabinet well stocked kept in office, administered by manager or an assistant in office.

5. Records of accidents are kept.

14. (a) (b) Foremen in each dept. Also mgr. has the right to fire.
(c) No transferring done.
(d) No records.
(e) Foremen train .
(f) No forewomen.

— Georgia (State) —

Laundries

15 Schedules

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Georgia industries, Women in,
Pack 1 Factory schedules
Home visit schedules
(cont)

U. S. Department of Labor
WOMEN'S BUREAU
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FACTORY SCHEDULE (Georgia)

Savannah

1. Name of factory E. & M. Laundry. Address No. 710 Anderson St.

2. Product Fine work. Person interviewed Mr. Solomon, Owner

3. Number employed

				Total
Men	8 white 46 colored.	Boys	X	54
Women	9 white 52 colored.	Girls	X	61
Total	115			115

4. Hours

Daily Begin 7:30 End 5:45 Lunch period 30 Rest period ____ Total 9:45

Saturday 7:30 to finish usually between 3-5 30 ____ 8

Shifts ____ ____ ____ ____ ____

Regular weekly number of days 6 Total weekly hours 56:45

Shifts weekly number of periods Total shifts weekly hours

5. Overtime Very seldom

6. Seasonal Busiest early summer and autumn

7. Wages

Pay period 6 ~~weeks~~ days Initial rate $5.00 (now)

Fines None

Bonus None

Overtime pay Yes

Vacation - with pay None in plant without pay yes
but in office get one week and extra pay.

8. Labor turnover No record

Date 3/22/21 Agent E. L. Best.

9. (a) At west end of city in a colored neighborhood - large detached building of brick - part one-story - part 2 story. Office and cleanding dept on 2nd floor - 2 story part-laundry in 1 story end - One large room -washing machines in one room - mangles in center. Ironers along one side by windows - Workers on other side-folders and packers in a little room partitioned off by glass at one end of longer room - ceiling high with skylight down into perpendicular ventilators on each side of skylight - aisles narrow-machines close together but not all running on day of visit. Cement floors. Girls wore old shoes or rags on their feet.

(b) 2 cleaning women who clean all the time.

(c) From equipment and also steam pipes under marking and wrapping tables. sufficient.

(d) Plain glass windows on 3 sides but on 2 sides window pane is broken so that light in center of room is poor.
Electric bulbs some with glass shades and some with fan shaped reflectors, hang from ceiling.

10. (a) The sleeve presser requires considerable strength to operate-danger from burns on the sleeve band inside.

(b) All girls, except the girl at the collar ironer and the girls "taking off" the mangle stand.

(b) The girl at the collar machine sits on a high stool - no back - no footrest. The girls who "take off" at the mangle sit on a wooden bench.

(c) None.

11. (a) Belts and wheels on pressers insufficiently guarded - also belts on mangles and washers.

(b) Workroom on 1st floor - hazard from cleaning room, but the girls not on 1st floor and have 2 exits besides the windows.

12. (a) 2 bubblers in center of workroom - ice in summer.

(b) 2 white enamel wash basins in center of workroom -soap supplied - no hot water.
2 roller towels provided each day.

(c) One white compartment at end of workroom with one seat - undesignated. Partition to ceiling - one outside window - no toilet paper - cleaned daily by cleaning women during working hours.
1 seat for 3 girls.

12 c (continued)

Colored toilet at end of workroom -door undesignated. Partition to ceiling. No lock on door - small entrance hall with window. 2 seats at end with door broken. No partition between seats. Wooden seats lacking, - basins discolored - Paper and scraps of lunch on floor - supposed to be cleaned by colored sweepers daily.

2 seats.
1 seat for 30 women.

13. (a) None. Girls go home or eat in workroom.
(b) None.
(c) Nails on walls of workroom.
(d) Small 1st aid equipment in office - administered by bookkeeper - no records kept.

14. (a) The superintendent.
(b) " "
(c) " "
(d) None.

By other girls and superintendent.

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FACTORY SCHEDULE (Georgia)

1. Name of factory Acme Laundry. Address 1320 First Ave., Columbus, Ga.

2. Product Person interviewed Mr. E. B. Worrell, Supt

3. Number employed

				Total
Men	5 col. 16 white.	Boys	--	21
Women	24 col. 9 wh.	Girls	--	53
Total	74			74

4. Hours

	Begin	End	Lunch period	Rest period	with pay Total
Daily	7	5	1 hr.	10 min	9
Saturday	7	2:30	1 hr.		6½
Shifts	7 p.m.	4 a.m.	1 hr.		8 × 6 = 48

Regular weekly number of days 6 da. Total weekly hours 51½

Shifts weekly number of periods 6 Total shifts weekly hours 48

5. Overtime None.

6. Seasonal Not seasonal.

7. Wages

Pay period 1 week. Initial rate $5.25 per wk.

Fines None.

Bonus none.

Overtime pay None.

Vacation - with pay --- without pay ---

Lose time and pay if vacation is taken.

8. Labor turnover No figures.

March 29, 1921.
Date

Mary H. Turner
Agent

9. (a) The concern was housed in a three-story brick building facing on one of the main streets of the city. The building was so arranged that the main part of the laundry which was in the three-story part and the office which was in a small separate building and the dry cleaning department, another separate building in the rear of the office but separate from it and the main building by a yard into which the delivery wagons could drive, all formed a kind of compound which was enclosed in from the alley side. The firm occupied the entire building.

The pressing dept. for the dry cleaning and the two large flat work mangles were on the first floor. The wash room, also on first floor, was entirely separate from the main work room. No women in wash room. No steam in the main room. The wash room was perfectly ventilated and drained. All the possible openings that could be made were there. Open windows and sky lights every where.

On the second floor were the checkers, the hand ironers, the pressers for shirts collar machines and all other small machines; the lace curtain dryer and the main drying closet.

On the third floor was the sorting and marking of the soiled clothes. Every thing was very orderly. The ceilings of the place were high. The aisles wide. No crowding anywhere.

(b) The floors and passages are swept by a negro porter twice daily. Barrels are placed at intervals on all floors for trash. These are emptied each day. Receptacles for spitting under the work tables. These are filled with saw dust, renewed frequently.

Everything immaculately clean.

(c) No heating except from the working apparatus. This would be adequate. On day of visit no place in the laundry was uncomfortably warm.

(d) Natural lighting was by means of windows. Clear glass panes. No shades. Workers were placed so there was no glare in their eyes. Hand ironers were placed where they would get the most natural lighting on their work. Windows front and back on first and third floors. Three sides on second floor.

Artificial lighting was by means of electric drop lights hanging on cords from the ceiling. These were two or three feet above the workers' heads. No shades. Clear glass bulbs. Lights were at intervals of about 6 or 7 ft. throughout the work rooms.

(e) Ventilation on first floor was by means of the windows front and back. In the wash room there were windows on three sides and vents for the steam in the top of the room which was of only one story. On the second floor there were windows on three sides and two ventilating fans in the rear of the room in the wall. There was also a shaft for ventilation reaching up to the roof, in the ceiling over the presses.

The artificial ~~light~~ ventilation was by means of the fans and the shaft on the second floor. No steam in the work rooms anywhere.

10. (a) No occupations involved any hazard.

(b) None of the occupations involve the strain of sitting. All of the occupations would involve a strain of standing, especially the ironers, mangle and press operators and the sorters. Sorters were relived when they had sorted 25 bundles and were allowed to rest a few minutes.
A few high stools were noticed. These were wood without backs.

(c) No uniforms. Most of the workers wore aprons or house dresses.

11. (a) No unguarded belts or screws, wheels or other machinery. Elevator had safety gates.

(b) One stairway lead to second floor; a straight flight broken by landing. Rather steep. Wooden steps and hand rail. This stairway was near front of workroom. One stairway, in rear of work room, lead from second to third floor; of two flights, with a turn and a door half way up. Wooden stair and hand rail. Doors open out. No fire escape. Two exits from each of the second and third floors, the stairways and the freight elevator. The elevator was in the rear of the building in opposite corner from stair. Three exits from the first floor, one onto street, and two in rear, one into wash room and one into yard.
Three fire extinguishers on each floor. Material rather inflammable.

12. (a) Drinking water on each floor was procured from a sink located about mid-way of the work room. Workers furnish their own cups.

(b) 1. Workers wash in white enameled sink located in work room about mid way on the side near toilets. One on each floor.
2. Cleaned every day by colored porter. Very clean on day of visit.
3. No hot water in sink.
4. Soap is furnished by firm. A cakev was seen in a soap tray by sink.
5. Workers are supplied towels by the firm. Have one given them all together though, on a rack in a certain place in the work rooms.

(c) On both the first and second floors were two toilet compartments. One for white women and one for colored. No outside ventilation. Partition extend to ceiling. Equipped with door. Entered directly from work room. No screens in front of doors. Doors not designated. Man seen entering colored toilet on first floor on day of visit. Cleaned each day by colored porter. Fairly clean on day of visit. Toilet paper furnished.
2. Four toilets.
3. 4½ white women to seat.
17 colored women to seat.
No toilet on third floor. Third floor only in use two weeks.

Fire escape. They hang

13. (a) No lunch room. Girls eat in work room or go out to lunch.
NOTE: A rest period of 10 minutes is given each morning to allow the workers to eat a little lunch and rest a bit. Manager said som many of the came without breakfast and they all want to eat about nine o'clock so all work is stopped for 10 minutes each day to allow them to eat and relax a little.

(b) No rest room.

(c) Wraps are hung on nails on the walls of the work room on first floor. On second and third floors there is a kind of an open cupboard made of boards with a shelf on top for hats, arranged for the wraps. Lodated near rear of work room. Colored girls use this. White girls hang wraps on hooks on the wall of work room toward front of building.

(d) 1. No first aid.
2. No hospital room.
3. ---
4. ---
5. No health records kept.

14. (a) Supt. hires.
(b) " fires.
(c) " transfers.
(d) No employment records are kept.
(e) No training.
(f) Two forewomen

Acme Laundry - Dry Cleaning.

The dry cleaning section was located in a small brick building entirely detached from the main laundry. Only one woman worked here and only part of the day. It was well ventilated. The front consisted of large doors which could be opened, thus opening the entire fron t of the building. There were windows in the rear giving good ventilation. The belts on the machines were sufficiently guarded. As the woman worked here only part of the day and the place was near the main building, there was no toilet nor washing facilities.

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FACTORY SCHEDULE

Savannah

1. Name of factory Best Laundry
Address 411 Bay St.

2. Product Wet wash and ironed work.
Person interviewed Mr. Guamn, Owner; Mr. P. S. Peeples, Supt.

3. Number employed

					Total
Men	4 (3 col. (1 white.	Boys	-		4
Women	35 (32 col. (3 white	Girls	-		35
Total	39				39

4. Hours

	Begin	End	Lunch period	Rest period	Total
Daily	7:30	6	30 min.	-	10
Saturday	7:30	6	30 min.	-	10
Shifts	-	-	-	-	-

Regular weekly number of days 6 Total weekly hours 60

Shifts weekly number of periods - Total shifts weekly hours -

5. Overtime None.

6. Seasonal Busier in fall and winter than in summer due to northern visitors.

7. Wages
Pay period 1 week Initial rate $5.00 a week.

Fines None. If late several times it is deducted.

Bonus None.

Overtime pay None.

Vacation - with pay None. without pay When they feel like it.

8. Labor turnover No record.

Catherine McKenna

Date 2/23/21 Agent E. L. Best

Best Laundry Savannah

9. a.. The laundry consists of 1 large room with office partitioned off near front entrance. Everything is done in the one room. Boiling in one corner, drying in another, hand ironing in another, and marking and sorting in still another. The machines and mangles are in the center. The ceiling is high and vaulted with small windows set in uprightly. Windows and a door are at the further end. Room had one sufficiently wide aisle down the center but on each side of this the operators were crowded together. At time of visit all machines were not in operation so that this was less noticeable. Conveniently located to car lines and in heart of city.

b. Girls scrub the floor every morning before beginning work. Clean on day of visit.

c. From the equipment and also a small stove in back of room. Very hot on day of visit.

d. From windows in rear of store and from over-head windows, plain glass. Not sufficient in center of room. A few overhead lights with glass shades scattered throughout the room and placed with greater frequency over the machines and hand ironers.

e. The high ceiling allowed the steam to rise but there was considerable on day of visit throughout the room as the upper windows were closed. No local exhausts.

10. a. The collar ironer had a wooden board for a guard which was pushed back by the worker. It would have been very difficult to feed properly with the board up. Danger of smashing her fingers.

b. All girls stood while working. The two checkers were sitting on the edge of a basket during part of the inspection. No seats were furnished.

c. None.

11. a. No unguarded belts were observed.

b. As building is all on first floor it could be emptied quickly.in case of fire. Fire extinguishers were supplied.

12. a. From faucet in sink in winter - from faucet, pipe running through ice cooler in summer. Girls supply their own glasses.

b. Three cold and two hot water faucets in sink in center of work room. No special cleaning. A man does it occasionally. Soap is supplied. Rough but clean scrap is supplied for towels.

Best Laundry Co. Savannah

12. c. Toilet for colored men and women in corner of workroom. Partition does not extend to ceiling. No outside window. No lock or designation on door. Seat of bowl discolored. Scraps of newspaper about. Supt. said toilet paper is supplied. None visible. Man cleans "occasionally." White toilet next to colored but entrance through a narrow hallway on opposite side. No outside window. Partition does not extend to ceiling. Used by men and women. Undesignated. No paper. Fairly clean. Cleaning done by men "occasionally." Lighting over partition. 2 seats. 1 (colored). 32 women. 3 men. 1 (white) 2 women. 1 man.

13. a. None. Women eat in work room.

b. None.

c. Nails on side of wall.

d. Turpentine and soda.
1. Superintendent.
2. None.
3. None.
4. None.
5. None.

14. a. The superintendent.

b. The superintendent.

c. The superintendent.

d. Only payroll.

e. Superintendent shows them.

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FACTORY SCHEDULE

Savannah

1. Name of factory Cooley's Laundry. Address 313 Congress

2. Product Person interviewed Mr. N. Cooley.

3. Number employed

				Total
Men	11	Boys	0	11
Women	7 white 23 colored.	Girls	0	30
Total	41		0	41

4. Hours

	Begin	End	Lunch period	Rest period	Total
Daily	7:30	6	30	0	10
Saturday	7:30	4 usual *		0	8
Shifts					

Regular weekly number of days 6 Total weekly hours 58 to 60*

Shifts weekly number of periods Total shifts weekly hours

5. Overtime None *Might work to 6 Sat. not usual.

6. Seasonal June, July, Aug., Sept. busier, may increase force to 35 or 40 women.

7. Wages

Pay period 1 week. Initial rate $4

Fines None

Bonus Christmas $2. gift.

Overtime pay None

Vacation - with pay ---------- without pay if choose.

8. Labor turnover N. R.

Date Feb. 21. 1921 Agent E. Benham

9. a. One-story building in business district. Laundry occupied whole of building. Ceiling ample. Aisles ample.

b. Scrubbed once a week by scrubwoman doing part every day during work hours. Clean.

c. Heat from machines seemed adequate.

d. Large clear glass windows on two sides, large skylight in center. No shades. Positions of workers varied. Hanging unshaded electric bulbs at intervals in center of room. No individual lights. Lights needed cloudy day.

e. Natural ventilation. Steam escaped thru many windows in large skylight. Heat and steam not excessive on day of visit. Monday a.m. Not all washers running.

10. a. None.

b. All standing but 2 women folding from mangle. These had long bench without back. Workers waiting for work stood leaning against walls or machines.

c. None.

11. a. Power electric motors running one to 2 or 3 machines. Washers, extractors and starcher had belts from near ceiling to machine all unenclosed. Mangles and extractors guarded.

b. No stairways. Doors open in, one on rollers. Automatic sprinklers.

12. a. Water supply, faucets in sinks. Coolers in summer. Furnish own cups. "Mostly coco-cola bottles."

b. Large rough sink in work room. Hot water. No soap or towel. Manager stated both were furnished.

c. In corner of work room. Men's and women's toilets side by side designated by signs. Window for light and ventilation but partition not to ceiling. Two compartments, one for white girls was locked. Girls kept key. One for colored; had door, but door was off hinges, and had to be set in place. Large cracks in partition between men's and women's toilet rooms. Therefore consider not adequately screened. Cleaned once a week by scrubwoman during work hours. Place clean. Toilet bowl discolored. Some odor.

2. Two toilet seats.
3. Colored 27 to one seat, maximum 37.
4 white, 3 to one seat.

13. a. None.
b. None.
c. Wraps hung on hooks on walls of workroom.
d. None.

14. a, b, c. Manager.
d. None.
e. Foreman usual type.

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FACTORY SCHEDULE

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Macon

1. Name of factory Crescent Laundry Co. Address 519 Second St..

2. Product Person interviewed A. A. Benedetteo Supt.

3. Number employed

				Total
Men	17	Boys	2	19
Women	3 white 24 colored	Girls	0	27
Total	44			46

4. Hours

	Begin	End	Lunch period	Rest period	Total
Daily	7:30	6:00	30 min.		10
Saturday	7:30	6:00	30 min.	0	10
Shifts					

Regular weekly number of days 6 Total weekly hours 60. Supt. said workers left on Sat. at one or two o'clock and often at 2 or 3 o'clock on Friday. They are paid for full day however.

Shifts weekly number of periods Total shifts weekly hours

5. Overtime Occasionally a half hour or so in summer season when work is heavy

6. Seasonal Not seasonal

7. Wages

Pay period 1 week. Initial rate Colored $6.00 per wk. White $10.00 per week

Fines small fine if late too often 5 or 10 cents.

Bonus None

Overtime pay Same rate as for regular hours.

Vacation - with pay --------- without pay ----------

8. Labor turnover No figures.

Date Feb. 25. 1921. Agent Mary H. Turner

cent Laundry Co., Macon, Ga.

9. a. The laundry was housed in a comparatively new, one story and basement brick building near center of city on one of main streets. The one floor and basement each consisted of one large room. In the basement were the washing and wringing machines and the large flat work mangle, the checker and marker for flat work, the lace curtain racks and the drying apparatus for blankets, etc.

On the first or main floor were the hand ironers, pressers on shirts and other fancy ironers; the checkers and wrappers and the sorters for dry cleaning work which was done in other building. (See attached description.)

Firm occupied the entire building. Building was of good size, about 150 x 75 ft. Ceilings were of good height, even in basement ceiling was not low. Aisles were wide. No crowding was noticed anywhere.

b. Work rooms were cleaned by a colored woman employed for that purpose. On day of visit workrooms were clean. No trash or litter was noticed anywhere. Place orderly.

c. Heating was by means of the irons, boilers and other heating necessary for the work. In addition there were 3 or 4 steam radiators located in remote parts of work room away from heated apparatus. These were for the benefit of the seamstress, markers and checkers.

d. Lighting was by means of windows in basement room and windows and skylights in main floor work room. The panes of windows were of ribbed glass. The windows were large and close together. In basement there were windows on 3 sides of work room, in main floor room on 4 sides. There were 3 skylights over the middle of main floor workroom with sections that swung open for ventilation. The walls of work rooms were white, and the skylight elevations light blue, giving a good soft light to work by.

The artificial lights were large electric bulbs of clear glass with large white shades. These hung from ceiling about 10 ft. apart and 5 or 6 ft. above workers' heads. No individual lights were noticed.

In basement the work room was darker than the main floor work room and worker would need artificial light most of the time; except the marker on flat work, who was placed near the window on street side and who had plenty of light. No glare in any part of plant.

e. The ventilation in basement work room was by means of the windows, and an open door near the washers. The washing machines were in one-half of basement, on that side several windows were open and the door near by. There was some steam in the room however.

Laundry Co., Macon, Ga.

Continued.

On the other side of basement were the women operating the large flat work mangle. There was no arrangement made to carry off the steam from this mangle, except by means of the windows. Therefore there was some steam in the room from this mangle.

The main floor work room was ventilated by means of windows on four sides, a number were open on day of visit, also there were 3 skylights directly over the middle of the work room. Some of the sections in these were open giving plenty of ventilation over the presses and fancy ironers. There was also an outside door on one side of this work room which was open on day of visit. Ventilation in this room appeared adequate. No artificial ventilation was noticed anywhere.

The water from the washing machines was carried off by means of a drain running along the middle of the basement floor - this was bridged over by an iron cover with holes for the water to run through. This prevented any water from running over on the side where the mangle and other flat work workers were.

10. a. All the operations involved the general strain of standing and the workers in the basement were exposed to the dampness caused by the steam from the washers and the mangle. Also the workers in basement were exposed to the hazard and strain of standing on hard cement floor.

b. The mangle work, plain and fancy ironing, pressing of all kinds were occupations involving the strain of standing. No occupation involved the strain of sitting.

The seats noticed were stools with no backs. Only seats seen were ones used by the folder on flat work in basement, the markers and checkers about 4 in all. If other women wished to sit down they sat on boxes, baskets or anything available.

c. No uniforms were provided or worn.

11. a. Belts were apparently sufficiently guarded; all other machinery appeared to be sufficiently guarded such as mangles, extractors, etc.

b A stairway of one flight led to basement. This was at side of workroom near an outside door. Not steep. Wooden stairs with wooden rail. Doors open out. One-story building; therefore, no fire escape. Three exits, the front door on street, a side door from main floor and a side door from basement; these side doors open on an alley. No automatic sprinklers. No inflammable material.

12. a. In winter drinking water was secured from faucet in basin in women's wash room on main floor or from faucet in sink at side of work room main floor. In summer ice water was provided in a cooler. Workers furnish own drinking cups.

b 1. The wash room is located at side of work room on main floor in in connection with toilet. One white porcelain sink. One faucet.

2. This wash room is cleaned by woman sweeper. Supt. said she is supposed to clean once a day. Not very clean on day of visit.

Laundry Co.

b. 3. No hot water for washing in washroom. Superintendent said hot water could be procured from sink at side of work room.
4. Soap is furnished by firm.
5. Individual towels are furnished by firm.

c. Toilet room, for white workers, is located at side of work room on main floor. Partitioned off from work room by wooden partition. This partition does not extend to ceiling. One window in screened off portion, not open on day of visit. The toilet was screened from the enclosure by wooden partition with door. Partition did not extend to ceiling. Outside door to room not designated. Toilet is cleaned by colored woman sweeper, not very clean. Toilet paper furnished. The colored women's toilet was adjacent to white women's. Partition dividing room from work room did not extend to ceiling. Toilet screened, but partition did not extend to ceiling. Very dirty. Room full of trash and litter of different kinds. Window in enclosure but not open on day of visit. No toilet paper. No toilet or wash rooms in basement.

2. Two toilet seats.
3. No. of white women to seat, 3.
" " colored " " " 24.

13. a. No lunch room. Girls go home to lunch (some live very near) or eat in work rooms.
b No regular rest room. A chair was noticed in white women's toilet room. The negro women were sitting or lying about their toilet room on boxes, etc. One girl was lying on a pile of burlap.

c Wraps were hung on the wall of the toilet room enclosure.(See description of toilet rooms, 12-c.)

d No first aid equipment.

1. --------
2. --------
3. --------
4. --------
5. No health records were kept.

14. a. The superintendent hires.
b. " " fires.
c. " " transfers.
d. No employment records are kept.
e. No training.
f. No forewomen.

Crescent Laundry Co. Macon, Ga.

Dry Cleaning Dept.

9. (a) The dry cleaning dept. was in a separate building about one-half square down the alley from the main laundry building. This was a small separate building of brick consisting of one large room and a small room.
The machines for washing with gasolene and the extractor were located in large room and the spots were removed from garments in the small room. Pressing was done in big plant.

(b) This department was swept by the woman sweeper who swept the big plant. Clean on day of visit.

(c) One steam radiator in large room.

(d) Natural lighting by means of 3 large windows, panes of clear glass. General artificial lighting was by means of electric drop lights with white shades. No local lights.

(e) Ventilation by means of windows. No artificial ventilation noticed.

11. (a) An unguarded belt was noticed on one of the washing machines, and one on the extractor. The extractor had no cover.

(b) One story, no stairway. Door opens in. One exit into the alley. No automatic sprinkler. Very inflammable material.

12. (a) No drinking facilities here.

(b) No washing facilities.

(c) No toilet. "

Employees work here only part time, are allowed to go to other building for anything needed.

13. (a) None.
(b) None.
(c) Wraps are hung on nails on walls.
(d) None.

14. Under the management of the large plant office.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

FACTORY SCHEDULE (95)

(63)

Athens

1. Name of factory Empire Laundry. : Address Lumpkin St.

2. Product Steam and dry cleaning. : Person interviewed Mr. Heidler,

3. Number employed

	Men	Women	Total
~~Under 16~~	1 wh. 8 col. Total 9	3 wh. 23 col. Total, 26	Total, 35
~~Over 16~~	Boys None	Girls- None.	
Total			

4. Hours 8 Mon. Thur. (Great irregularity of hrs. See cf other side)

Daily Total 8½ Fri. 4 Sat. Begin 8 End 5 Lunch period 1 hr. (sometimes ½ hr. Fri.)

Shifts

Seasonal

Piece workers

Saturday Sometimes 8-12 - sometimes less. 44½ ?

Regular weekly number of days 5 or 6. Total weekly hours, 45½ (?)

Weekly

5. Overtime Sometimes on Friday until 7 or 8 - then no work on Sat. Depends on work.

6. Seasonal----------

7. Wages

Pay period weekly Initial rate 15¢ an hr. up to 16 or 17.

Fines None

Bonus None

Overtime pay- paid by hour for extra time-straight time pay.

VACATION WITH PAY - To one white woman - 1 wk. to 10 das. WITHOUT PAY-sometimes 3 or 6 das. or week if girls desire.

8. Labor turnover No figures.

Date March 8, 1921. Agent M. Robinson E. Benham

Sometimes plant operates only 5 days a week, and then remains open until 7 or 8 on Friday.

If plant closes at regular time on Friday, it is open a few hours on Sat. The hour schedule depends on way the work is running. One half hour allowed for lunch on Friday. 1 hour allowed for lunch on other days.

Empire Laundry

9. (a) Two-story brick building. Laundry occupies all of building and second floor of adjoining brick building. In business section. Height of ceiling ample, aisles ample, except in basement, where washing machines and extractors are rather crowded together. Aisles here are clear but along one, oblique overhead belts are rather low. Women walk under them to go to toilet.

(b) Workers both men and women clean in spare time during work hours. Floors scrubbed once a week, clean.

(c) Heat from machines, would always be adequate.

(d) First and second floors large windows on one side, clear glass. North light, no shades needed, natural light adequate. Basement half windows on one side and at front. Room gloomy but light adequate for nature of work. Checkers in work directly under front windows and have good light. Artificial light hanging unshaded electric bulbs above workers' heads at irregular intervals. Could not judge if adequate. Natural from windows.

(e) Large exhaust fans in windows, one on second floor, one on first. Ventilator in ceiling on second floor. Heat not excessive on second floor was in basement. Fan on first floor being fixed so could not judge of adequacy. Flat work was done here. Very hot on day of inspection. Humidity not noticeable anywhere.

10. (a) Women were all general workers, and might do any part of work. Press work involved considerable strain. Effort needed to operate. Women seemed to jump on foot lever. Danger of burns on sleeve form, stocking form and less on small form for ironing shoulder of coats.

(b) Women could sit taking small flat work from mangle. Women observed sitting to shake out small pieces. All other work standing. Bench at mangle only regular seat provided, boxes etc, used.

11. (a) Many overhead and side belts unenclosed. Two belts passing through floor had been enclosed. Manager stated that two large overhead belts in basement would be enclosed. Stated that no others were a hazard. Several extractors without covers. Colored women pass them in going to toilet. Mangle well guarded.

(b) Stairway wooden with wooden rail partly open, partly closed. Doors open in. Fire extinguishers in all rooms. Dry cleaning and gasoline used for cleaning in separate room on second floor, with fire doors between that room and main work room. Extinguisher and fire bombs kept in dry cleaning room.

12. (a) Faucet in sink in each work room. Common tin dipper.

(b) Sink in each workroom. Cold water only, but hot water available at least in wash room. Saw no soap or towels, but manager stated workers had access to both when wanted.

(c) Toilet used by white men and women second floor, partitioned off from workroom with 8 ft. partition. No outside ventilation. Diffused light over partition. No toilet paper. No designation. No screen

Toilet used by colored men and women in basement partitioned off from workroom. Irregular partition boards 7 or 8 feet. No outside ventilation. Diffused light over partition, floor wet, some odor. No toilet paper. No designation. no screen

Toilets cleaned by men after hours at intervals. "Turn hose on" at least once a week, "Put lime in seat," Not clean.

2. Two toilet seats.

3. White, -3 women 1 man, use one seat; colored, 23 women, 8 men use one seat.

13. (a) and (b) No lunch or rest room. Usually eat lunch in dry cleaning room. No chairs. Must sit on boxes or floor.

(c) No special provision. Kept in workroom.

(d) 1. Some first aid appliance. "I have them in different rooms where I can get my hands on them easily." Manager in charge.

2. A private office kept locked, adjoining dry cleaning room, contains cot that can be used in case of emergency. Heat prostration seemed the most serious possibility.

3. No records.

14. (a), (b), (c) Manager.
(d) No records.
(e) Manager trains.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

94

FACTORY SCHEDULE (Georgia)

(94)

Columbus

1. Name of factory Columbus Laundry. Address 150-2 Wynnton Rd.

2. Product Person interviewed Mr. W. H. Raymond

3. Number employed

				Total
Men	3 col. 7 wh.	Boys	--	10
Women	23 col. 1 wh.	Girls	--	24
Total	34			34

4. Hours

	Begin	End	Lunch period	Rest period	Total
Daily	7	5	1 hr.		9
Saturday	7	1	—		6
Shifts					

Regular weekly number of days 6 da. Total weekly hours 51

Shifts weekly number of periods Total shifts weekly hours

5. Overtime None.

6. Seasonal Not seasonal.

7. Wages

Pay period 1 week. Initial rate $6 per wk.

Fines None.

Bonus None.

Overtime pay None.

Vacation - with pay None. without pay None.

Lose time and pay if they take a vacation.

8. Labor turnover No figures.

Date April 5, 1921. Agent Mary H. Turner

9. (a) The laundry was housed in a one story brick building located at the edge of a suburb; The building was entirely separate from all other buildings, being next to a street on one side and having a vacant lot as the boundary on the other. The building was very near a car line, though most of the workers lived near the place.

The firm occupied the entire building. The ceiling was high, the aisles were sufficiently wide and there was no crowding. The windows were large and plentiful giving the place an airy light look. The office and the pressing for the dry cleaning dept. was located in the front of the building. The washers in one corner of the room, separated from the rest of the room by a railingof wood. The floor under the washers was of cement. The flooring in the main part of the laundry was of boards smooth and well put together. The large mangle was at side of the room near windows and the presses and ironing boards were in middle of the room. No women worked on the washers.

(b) The work room is cleaned by the workers each morning before the regular work is started.

(c) No heating except from the work apparatus. Would be adequate in this climate.

(d) Lighting was by means of windows on two sides of the work room. These windows were large and close together. Clear glass panes. No shades. Workers were placed with the light at the side.

Artificial lights were drop electric lights. No individual lights. Lights were several feet above the workers heads. They were at sufficiently close intervals. No regular arrangement of lights.

(e) Ventilation was by means of the windows and two large doors. One toward the middle of the room and one side and the other in front. These were open on the day of visit. The windows were arranged so that the entire window swung open on a pivot in the middle of the frame top and bottom. There was plenty of ventilation. In addition to the windows there was a ventilating fan in the wall over the washers. No steam in the room. Not very hot in work room, though weather was warm on day of visit.

10. (a) None of the occupations would involve any particular hazard.

(b) None of the occupations would involve the strain of sitting. All of the workers would be exposed to the strain of standing, with the exception of the folders, whowere provided with seats and could sit at their work. There were a few seats. Stools without backs.

(c) No uniforms were provided or worn.

11. (a) No unguarded belts were noticed. The belts exposed were covered with wooden boxing. Mangles were guarded and all other machinery was sufficiently guarded.

(b) No stairways. Doors open out. No fire escapes. Two exits one at side of building onto vacant lot, and one in front onto street. Fire extinguishers were located on posts at intervals around the room. Material not especially inflammable.

12. (a) Drinking water is procured from a pipe with faucet which is fed by a spring at top of a hill near by. Water is piped into laundry. In summer ice water is furnished in a cooler. Workers furnish their own cups.

(b) 1. Workers wash in an iron sink in the rear of the work room. One faucet.
2. Cleaned by the workers. daily Fairly clean on day of visit.
3. No hot water in sink.
4. Soap is furnished by the worker.
5. Towels are furnished by the worker.

(c) 1. The toilet is located in an enclosure off the work room. It is entered directly from the work room. Has outside window. Window open on day of visit. Partition extends to ceiling. Entrance not screened. Door not designated, near men's toilet. Cleaned by the workers, supposedly each day. Very dirty and unsanitary. No toilet paper.
2. One toilet.
3. 23 girls to toilet seat.

13. (a) No lunch room. Girls eat in workroom or go out to lunch.
(b) No rest room.
(c) No cloak room. Wraps are hung on wall of room in any available place.
(d) No first aid equipment.
1. ---
2. None.
3. ---
4. ---
5. No health records kept.

14. (a) Manager hires.
(b) " fires.
(c) " transfers.
(d) No employment records are kept.
(e) No training.
(f) No women forewomen.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

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FACTORY SCHEDULE

1. Name of factory Star laundry. Address Bay and Barnard, Savannah.

2. Product Person interviewed J. P. Temple, Owner.

3. Number employed

				Total
Men	2 wh. 6 col.	Boys	x	2w. 6 col. - 8
Women	3 wh. 21 col.	Girls	x	3w. 21 col. - 24
Total	5 wh. 27 col.		x	5 wh. 27 col. - 32

4. Hours

	Begin	End	Lunch period	Rest period	Total
Daily	8	5:30	½ hr.	-	9 ~~Cf. note back~~
Saturday	8	3-5:30 p.m.- 4 p.m. average			6½ to 9 ~~7½ average~~
Shifts					

Regular weekly number of days 6 Total weekly hours 51½ to 54; 52½ average.

Shifts weekly number of periods Total shifts weekly hours

5. Overtime None. Found some quite generally on pay roll of 1920.

6. Seasonal None.

7. Wages

Pay period 1 week. Initial rate none.

Fines If late as much as half or 3 quarters of hour are sent home to report next day.

Bonus None

Overtime pay None. (Pay roll shows 20¢ an hr. for overtime and 25¢ for one white women.)

Vacation - with pay 1 week. without pay

According to judgement of owner. Given if worker "deserves" it.

8. Labor turnover No figures.

Date Apr. ~~3~~4, 1921. Agent M.Robinson; E. Benham

Note: Till 3 months ago hours as follows:

7:30 to 6 p.m.	½ hr. lunch	10 hours.
7:30 to 4 p.m.	½ hr. lunch	8 hours.

Total week - 6 days. 58 hours average.

9. (a) A three-story brick building on corner in business section of city. Work rooms on 1st, and 2nd floors only. Ceilings high.enough. Aisles wide enough. No crowding.

(b) A colored woman sweeps during working hours, twice daily, and scrubs whole about once a week. The floors were not very clean, as dust and some litter were seen under machines and in a corner or two. The floor of second floor room was being swept at time of visit, and looked better than the first floor where the boards in flooring were old and worn. Windows very dirty.

(c) Heat from industry. Undoubtedly adequate.

(d) First floor - windows on two sides. Ordinary sized and large show window and doors on third side. Second floor windows on two sides and part of third side. Windows plain glass very dirty, several tattered green shades but most windows without shades. Light seemed adequate workers did not face glare. First floor - 3 electric lights on cords with glass shades at intervals down center of room, two feet above heads. Second floor - one electric light with glass shade several feet above heads. Would scarcely be adequate on dark day. There may have been several sockets without bulbs.

(e) Ventilation from windows and doors. An opening in ceiling of 2nd floor workroom into 3rd floor helped to ventilate, Mgr. said. Also several large electric fans at intervals in center of rooms. Might not be adequate in hot weather. On day of visit not a warm day, the heat and humidity were not excessive or objectionable. Possibility that they might be objectionable in summer.

10. (a) Operator of a special kind of body press, has to keep foot on press to keep machine down, as there is no way of locking it, and in order to reverse she has to put other foot on another pedal, and so have both feet on the press at same time, with possibility of strain. Possiblity of burns, especially from sleeve ironers.

(b) Stand at all occupations. No seats seen on 2nd floor. On 1st floor one wooden chair, one high stool, and one low stool seen. 24 girls work in plant.

(c) No uniforms provided. Girls furnish own aprons, but can have them laundered at plant.

11. (a) Some unguarded diagonal and side belts. Necessary to pass under and close to one rather small belt to reach one body press. This might be hazardous. Mangles are well guarded.

11. (b) Wooden stairway with wood hand rail. Doors open in. No fire escapes. Mgr. pointed to roof of shed just below second story windows, which was about a story and half from ground and said "workers could use that in case of fire."
No automatic sprinklers.
Some fire extinguishers scattered about.

12. (a) An ice cooler in each room where ice water is sometimes put. At other times workers use faucets over sinks. No cups furnished. "Workers furnish own cups," Mgr. said. A

(b) A stationary porcelain wash bowl on 1st floor, one cold water faucet. Fairly clean, cleaned daily by general cleaner. A sink on 2nd floor, one cold water faucet. On 1st floor two sinks used for industry.
3. Hot water available if desired, mgr. said.
4. A large cake of soap at wash stand.
5. No towels seen. Mgr. vague on subject, said "workers could get them."

(c) One toilet on 1st floor, separated from work-room by 7 ft. partition. No outside window but toilet very near outside door into alley. No screen. Not designated. Used by colored men and women. No toilet paper. Place dirty and disorderly, bowl discolored. Newpaper scattered around. No wooden seat on toilet. 27 colored persons to one seat. A toilet on 2nd floor for white men and women. Partitioned to ceiling. Outside window. Opens into work room. No screen. No designation; no toilet paper. Room disorderly with paper littered around. Bowl discolored. 5 white persons to seat. Toilets swept daily by colored woman during hours. Scrubbed once a week.

6 c. only
21 c. only
2 w. men
3 w. men

13. (a) None.
(b) None.
(c) None, workers put wraps anywhere.
(d) None. If worker is hurt or taken sick she "is taken to doctor." Mgr. pays the bills. He said if a worker stayed home sick he sent a doctor to see her, and had treatment given as long as necessary.

14. (a,b,c) Foreman. (Only one foreman).
(d) None.
(e) Whatever training given is by foreman.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

(94)

FACTORY SCHEDULE

Augusta

1. Name of factory Hulse Laundry
Address Ellis St.

2. Product Steam laundry
Person interviewed Mr. Wheeler, Mgr. C.F.Hulse, Owner

3. Number employed

				Total
Men	15 (including drivers) (3 col.)	Boys	0	15
Women	20 (13 col.)	Girls	0	20
Total	35		0	35

4. Hours

Daily	Begin 8	End 6	Lunch period ½ hr.	Rest period 9½	Total 9½	
Saturday	8	4	½ hr.	~~7½~~	7½	
Shifts						(Hours rather elastic, as workers do not always have to stay till closing time.

Regular weekly number of days 6 Total weekly hours 55

Shifts weekly number of periods Total shifts weekly hours

5. Overtime Occasionally half-hour or so.

6. Seasonal June - Sept. - inclusive busiest season.

7. Wages
Pay period Weekly Initial rate $6

Fines None.

Bonus None.

Overtime pay Permit workers to come later in A. M. to offset overtime.

Vacation - with pay None. without pay 2 weeks if desired.

Paid for holidays.

8. Labor turnover No figures.

Date Feb. 22, 1921. Agent M. Robinson E. Benham

Hulse Laundry. Augusta.

9. a. Occupies two story concrete building, on the outskirts of the city, a short distance from a car-line. Building completely detached, with open space all around. Ceilings high and aisles wide. No crowding of workers or machinery or tables.

b. Cleaning done by colored women who work in the laundry. Special cleaning on Monday morning, about 10 o'clock before the regular laundry work begins. Colored women sweep and wipe off things in work room but do not scrub. At other intervals during the week when laundry work is slack colored women clean up occasionally. Work-room floors only fairly clean. Dirt caked around the posts, in the corners of stairway; dust lying under machines. Walls dingy, in need of painting.

c. Only heating from the machines in the industry. Probably adequate, but in cold weather the second floor room would be uncomfortable because of draughts from openings in large sky-light.

d. Windows on all sides, and large sky-light in work-room on second floor. Plain glass. Unbleached muslin curtains at the windows can be rolled up. Position in relation to windows varied, apparently satisfactory. No glare.
Artificial - Electric bulbs hung on cords from ceiling three or four feet above the heads of the workers, placed at rather regular intervals, unshaded. In several places the bulbs were missing.

e. Natural ventilation <u>only</u> from windows and on second floor from large sky-light with slat arrangements at regular intervals in sides of sky light. Very little steam in second floor room on day of visit, and it was dissipated so quickly that it did not cause humidity in the room. In the first floor room however, where the washing machines and large mangle were run, there were no hoods and steam was noticeable, and a certain humidity. The work was light at time of visit, but when the laundry would be running on a full schedule the humidity would be great enough, doubtless, to cause a hazard. No artificial ventilation.

10. a. Operators of body machines and cuff band pressers need to exert rather hard pressure with the right foot and this constant pressing constitutes a strain. The large mangle was guarded, but evidently not with the best type of guard, as there seemed to be enough space between the guard and the mangle for a girl's hand to be caught unless she were careful. The guard might not have been properly adjusted. There is danger of bad burns for the operators of the sleevers, unless great care is used, as it is necessary to draw the sleeves on and off over a rather large expanse of hot metal.

Hulse Laundry. Augusta.

10. b. All women were standing except one woman folding handkerchiefs, and several girls who sat when they folded towels that came from the mangles, but stood to fold sheets. The one woman sat in a comfortable chair with an iron back and arms and a foot rest. The folders sat on a bench without a back. There were three or four other chairs, cane seated ones scattered about which girls could use when at leisure.

c. No uniforms.

11. a. On first floor work-room several overhead belts unguarded. A large uncovered extractor (for getting water out of clothes) in operation in the vicinity where women were at work. The floor about the washing machines was sloppy and wet, and although women did not operate the washers, they might be affected by the dampness in some way. In the 2nd floor work-room there was a small unguarded iron wheel on a machine near the floor.

b. Outside doors in work-room open inward. Wooden stairway with wooden hand-rail. No fire escapes. No automatic sprinkler. No fire precautions.

12. a. Iron sink in corner of work rooms. No individual cups. A common drinking tin cup on first floor, and a common glass on second floor.

b.1. Iron sink on each floor.
2. Cleaned by women in general cleaning.
3. One cold water faucet at sink on second floor. Girls on first floor could probably get hot water from washing machines.
4. No soap.
5. No individual towels. Some rough cloths were lying near the sink on day of visit, and looked as though they might be used as towels.

c.1. One toilet for colored girls and one for white girls, separated from each other and the store room (where supplies are kept and into which the men come) by wooden partitions to the ceiling. The colored toilet had a door but no screen to conceal it from supply room. The white toilet was well screened. One window, half in each toilet, for light and air. The wooden partition was at the middle of window. Doors not designated. Toilets very dirty, bowls badly discolored. Pieces of newspaper strewn about. No toilet paper. Cleaning done by colored women laundry-workers on Monday morning.
2. One toilet for white.
One toilet for colored.
3. 19 colored girls to one seat.
11 white girls to one seat.

13. a. None.
b. None.

Hulse Laundry. Atlanta.

13. c. Small room adjoining store room for white girls to keep wraps. Outside windows. Hooks in the walls. Mirror. Colored girls hang wraps in work room anywhere.

d. Liniment and gauzes kept for burns.
1. Administered by "just anybody."
2. None.
3. -----
4. ----
5. None.

14. a. Plant manager.
b. " "
c. " "
d. None.
e. Anybody.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

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(94)

FACTORY SCHEDULE

All colored.

1. Name of factory Troy Laundry : Address 352 First St., Macon

2. Product : Person interviewed W.D.Jarratt, Mgr.

3. Number employed

				Total
Men	17 col. 1 white	Boys	2 over	19
Women	18 colored.	Girls	---------	19
Total	36		----2--	~~36~~ 38

4. Hours

	Begin	End	Lunch period	Rest period	Total
Daily	7:30	6:00	30 min.	-----	10
Saturday	7:30	6:00	30	-----	10
Shifts					

Regular weekly number of days 6 Total weekly hours 60 over.

Shifts weekly number of periods Total shifts weekly hours

5. Overtime Occasionally a half hour or so in summer when work is heaviest

6. Seasonal Not seasonal

7. Wages

Pay period 1 week Initial rate $10.00 per wk. for white
$6.00 " " " col.

Fines Small fine if late too often. 5 or 10 cents.

Bonus None

Overtime pay Same rate as for regular hours.

Vacation - with pay ---------- without pay --------

8. Labor turnover No figures.

Date Feb. 25, 1921. Agent Mary H. Turner

(Over)

NOTE:- The Crescent and Troy Laundries are under same management. Pay roll for both kept at Crescent. Workers go home early on Friday and Sat. sometimes at 2 or 3 o'clock, but are paid for full time.

9. a. The laundry was housed in a one-story brick building. As it was quite old the ceilings were rather low and the work rooms rather dark. The building was on a main street of the city. The concern occupied the entire building. The work rooms were not crowded. The aisles between machines etc., were sufficiently wide. There was a basement but it was not used. Floors were of cement.

b. The work rooms were cleaned by the workers. The superintendent said that on Friday or Saturday each week the workers cleaned and scrubbed the place. They usually got through with their regular work early on Friday or Saturday afternoons.

c. Heat was supplied by the work apparatus irons, boilers, etc.

It would be adequate except in very cold weather.

d. The natural lighting was by means of windows and in the wash room there was a skylight.

The windows were large, but not very close together, and only on one side and one end of room. The windows in front did not give much light to the work room as the office was partly partitioned off in the front end of room, the partition cutting off the light from the front windows from the work room.

The window panes were of clear glass, and fairly clean. There were no shades. Workers did not face the light. The ironing boards andmangles were placed crossways of the room and the light came from the side.

The artificial light was supplied by means of large electric drop lights with large clear bulbs and white shades. These were rather high above the workers' heads and were not very close together. Though on account of their size, the lighting might be adequate.

e. The work rooms were ventilated by means of windows. In the wash room there was a skylight, sections of which opened, affording a vent for the steam from the washers.

There was a hood over the large mangle used for flat work ironing. There was no steam noticed in the main work room though there was some noticed in wash room.

10. a. The operations involving strain were the hand ironing and pressing, marking and sorting because of the continued standing, on the hard and cold cement floors.

The woman working in wash room was exposed to the hazard of the wet cement floor in addition to the usual strain of standing. The floor was very wet this room. The water standing in pools in some places.

b. No one was exposed to strain from sitting as no seats were noticed except one for the large mangle. The workers sat on boxes or anything available.

c. No uniforms were worn.

11. a. Several unguarded belts were noticed. One small one on the starch machine, one on an apparatus for supplying air in gas, one on the extractor in wash room.

b. As the building consisted of only one story there was no stairway. Doors open out. No fire escapes, one story. Exits in the front of building, two doors. No automatic sprinklers. Not very inflammable material.

12. a. The drinking water was secured from a faucet in an old iron sink at side of work-room. Ice water in summer is furnished in a cooler in workroom. Workers furnish their own cups.

b. 1. The workers wash in the old iron sink at side of work room. No wash room.
2. The sink is cleaned by the workers, when the rest of the place is cleaned once a week.
3. No hot water.
4. Firm furnishes soap.
5. " " individual towels.

c. 1. The toilet was located at the side of the work room in a partly partitioned off space, something like another room, as there was a brick wall between the work room and this room. The toilet was partitioned off from this small room. Very dark, no light in toilet, nor in small room.

No outside ventilation. Toilet was screened by a partition with door. Partition did not extend to ceiling. Door not designated. Cleaned when rest of plant is cleaned by the workers. Toilet paper furnished.

White girl ?

2. One toilet seat.
3. 18 girls to one toilet seat.

13. a. No lunch room. Girls eat lunch in work room.

b. No rest room. Girls, on day of visit were sitting on boxes in drying room which is a space partly partitioned off from the main work room. They were fixing their hair, and resting, sitting on some old boxes.

c. Wraps are hung on the wall of a kind of store closet. No outside ventilation. No other cloak room.

13. (con.) d.1.No first aid cabinet. A few simple remedies in charge of Superintendent.

2.None.
3.--------
4. -------
5.None.

14. a. The Superintendent hires.
b. " " fires.
c. " " transfers.
d. No records kept.
e. No training.
f. No real forewomen, although there is a woman over the ironers, one over the shirt girls, and one over the mangles.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

100

(94)

FACTORY SCHEDULE (Georgia)

1. Name of factory Rome Laundry Co. Address 4th Ave. & 2nd St. Dalton.

2. Product Person interviewed W. Barefield, Mgr.

3. Number employed

				Total
Men	8 plus 1 col.	Boys	0	8 w. 1 col.
Women	2 plus 13 col	Girls	0	2 wh. 13 col.
Total	10 w. 14 col.		0	10 w. 14 col. 24

4. Hours

	Begin	End	Lunch period	Rest period	Total
Daily	7:30	5:30	30		9½
Saturday	7:30	1:30	0		6
Shifts					

Regular weekly number of days 6 Total weekly hours 53½ possible 45 av

Shifts weekly number of periods Total shifts weekly hours maximum cf. note back.

5. Overtime Only in case of accident.

6. Seasonal Summer a few more employed

7. Wages

Pay period 1 wk. Initial rate $1 day.

Fines None keep exact hours and dock for hrs.

Bonus None

Overtime pay time and a half.

Vacation - with pay about half as arranged with individuals, according to record and efficiency one week. without pay vacation if they notify mgr. ahead of time. Others can arrange for

8. Labor turnover No figures, very slight.

Date Mar. 27, 1921. Agent E. Benham M. Robinson

Hours - Some workers come only 5 days regularly
Some regularly come later than 7.30.
Any may leave earlier than 5.30 or 1.30
on Sat of work is done. Impossible therefore
to give exact weekly. Mgr considered 45
the average for wks.

Laundry Co.

Factory conditions.

9. (a) Occupies whole of one story brick building in center of city. Ceilings high enough. Aisles wide enough, no crowding.

(b) Daily workers sweep in their own departments before beginning work and twice a week a man sweeps throughout after hours. No scrubbing. Workrooms fairly clean. Some little dust under machines, windows dirty. Floor of room where washing is done wet and not well drained, women do not work here, but pass through to go to toilet.

(c) Store in office, rest of plant heated by apparatus in industry. Probably adequate.

(d) Windows on one side of one room. Plain glass. Several skylights Sufficient light. No curtains. Most workers at right angles to windows, some few windows. Electric bulbs without shades on cords about one foot above workers(heads, lights at intervals down center of room.
Windows on two sides of other room. Plain glass. Large green shades at large front show windows. Some workers with backs to windows. Electric lights,some irregularly placed a little above workers' heads.

(e) Ventilation from windows and skylights. Also an exhaust fan in outer wall in each room. One in washing room in use seemed to dissipate steam from washing machines quickly. Exhaust fan in other room not in use on day of visit, a rather cool day. Manager said it is used in summer.No hoods over mangles and washing machines. Steam dissipated quickly. Heat and humidity were not objectionable.

10. (a) Possibility of burns usual from laundry apparatus, e.g., sleeve form, collar, former.

(b) All workers standing except one girl who was sitting on a barrel folder for mangle work. Other folders standing. No seats.

(c) Furnish own aprons or wash dresses. Can have them laundered free.

11. (a) Some belts and wheels guarded. Large unguarded wheel to washing machine which girls may pass. A narrow belt about 3 in. wide unguarded in one room and several overhead belts unguarded in other room. Mangles had adequate guards. Dampness of floor where washing is done, although girls do not work in this end of room, they have to walk through to toilet.

(b) No stairway in one story building. No fire escapes. Doors open in. No overhead sprinkler. Fire extinguishers. No inflammable material.

12. (a) Faucet over sink in workroom. One faucet with city water for drinking. Women furnish own cups.

12. (continued) (b) Iron sink in one workroom. Seemed fairly clean. No report as to who cleans this. Two cold water faucets - One hot water.

4. Soap furnished.

5. Large roller towels about 6 or 8 hung on a rack, apparently not individual. Some used and some unused. Replaced as needed.

(c) One toilet for white women and men. One seat. One toilet for colored women and men. One seat. Toilets next to each other, separated from workroom by partition to ceiling. No screen directly in front of doors but a wooden partition about 10 or 12 ft. from toilets, partially across workroom was in front of toilet doors, making them rather inconspicuous. Doors not designated.

The white toilet had an outside window, and toiler paper, was dirty, littered with some paper, with discolored toilet bowl.

Colored toilet no outside window, ventilated over partition between it and adjoining toilet. No toilet paper. Very dirty, littered with paper and dirt with badly discolored bowl. Toilets cleaned by man after hours on Friday. Supposed to scrub.

2. 2 seats.
3. 10 white men and women to seat.
14 colored " " " " "

13. (a) None.
(b) 1.
(c) No special provision. Some on hooks behind partition. Some on hangers on iron rods used for hanging pressed suits of customers. Some lying around on boxes or on machines near workers.
(d) Some remedy for burns, manager couldn't remember name, which was very efficacious. Kept in office, administered by manager or anybody in office.

5. None.

14. (a) Manager.
(b) "
(c) "
(d) No records.
(e) Manager.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

101

FACTORY SCHEDULE (Georgia)

1. Name of factory Brunswick Laundry : Address Brunswick, Ga.

2. Product : Person interviewed F.M.Bell, Mgr.

3. Number employed

				Total
Men	5 col.	Boys	x	5 col.
Women	3 wh. 10col.	Girls	x	3 wh. 10 col.
Total	3 wh. 15 col.			3 wh. 15 col. = 18

4. Hours

Daily Begin 8 End 5:30 Lunch period 1 hr. Rest period x Total 8½

Saturday	8	3 to 5:30 4 av.	1 hr.		6 to 8½ 7 av.
Shifts					

Regular weekly number of days 6 Total weekly hours 48½ to 51
49½ av.

Shifts weekly number of periods Total shifts weekly hours

5. Overtime None.

6. Seasonal Steady

7. Wages

Pay period 1 week. Initial rate $1 day

Fines None.

Bonus None.

Overtime pay None.

Vacation - with pay None. without pay Can arrange. No system.

8. Labor turnover No figures.

Date April 11, 1921. Agent E.Benham

9. (a) One story brick building in business section of town. Occupies whole of building. Ceiling high enough, aisles wide enough; no crowding.

(b) Workers sweep every morning before beginning regular work. All help to scrub once a month. Clean. Walls dingy.

(c) Heat from machines only.

(d) Some windows on three sides but scattered with considerable blank wall space on two sides. Two small skylights. Natural light sufficient on bright day. Glass clear, rather grimy. Lights at regular intervals near ceiling. Green shades, white inside. Probably adequate. Needed on cloudy days and on winter afternoons, manager stated. Glass of bulbs clear.

(e) Natural thu doors, windows, and skylights which may be opened. Heat and steam not excessive on day of visit. Cold day.

10. (a) Hazard of burns in use of presses, sleeve form, and shoulder form. Presses seemed to work easily.

(b) All stood. No seats outside of office.

(c) Some wore aprons, most wash dresses. No caps. May have personal belongings laundered free once a week.

11. (a) Several side belts unenclosed. Extractors had nocovers. Colored women pass these in going to toilet. Mangles guarded.

(b) No stairways, no fire escaps, one story building. No sprinklers. Fire extinguishers.

12. (a) Two faucets in sinks at rear of work room running all the time form a sanitary fountain.

(b) Two sinks at rear of work room. Cleaned daily by one of workers. Clean. Wash bowl in small dressing room entered from office. Used by white girls. Bowl slightly coated with black. Mgr. couldn't tell about cleaning. Thought girls would do it themselves or ask to have it done. Room swept by colored woman daily, who also sweeps office. No soap at sinks in work room. Mgr. stated soap available. Hard soap at wash bowl. Towel at sink in work room partly used. No system as to change. Mgr. thought workers would see to it. No towel at wash bowl in dressing room. Could get one mgr. stated. Hot water in work room.sink. None in wash bowl.

(c) 1. Toilet for colored men and women in small building for purpose.just outside of wash room.one side of building. Small window. No screen before door, no designation. Pool of water before door rather inadequately bridged by boards laid down. Floor of toilet partly earth, partly boards, wet and muddy. Toilet bowl worn and discolored. No one responsible for cleaning. "I guess you can see it isn't cleaned. I haven't been out there in 6 months. They never complain." No toilet paper. Toilet for white girls entered thru dressing room (13c). Small compartment

12. (c) completely enclosed with door. Window for light and ventilation. Swept daily by woman who sweeps office. Fairly clean. Some tracked in dirt. No one responsible for other cleaning.
2. One toilet with one seat for colored.
" " " " " " white.
3. 10 colored women and 5 colored men use one seat.
3 white girls use oneseat.

13. (a and b) None.

(c) Dressing room for colored girls entered from work room, small room 8 ft. partition, ragged curtain before door. Light and air come over partition from store room beyond. Nails on walls;much paper crumpled up on floor. Mgr. stated woman change clothes here in hot weather. No system of cleaning. Dusty, in need of scrubbing.
Dressing room for white girls entered from office. Entirely enclosed. Good curtain before door. Hooks on walls. Ventilated thru office or toilet. Toilet door was standing open. Swept daily by women who sweep office.

(d) None.

14. (a,b,c) Manager.
(d) No records.
(e) Start with shaking, graudally get used to place and may learn more difficult work. Other workers help.

(f) No forewomen.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

Payroll given from memory- no books kept - could not get the other week nor 52 wk. schedule.

(63)

FACTORY SCHEDULE

102

Gainesville.

1. Name of factory Gainesville Laundry : Address 62-64 Main St.

2. Product : Person interviewed Mr. Porter, Mgr.

3. Number employed

	~~Men~~	~~Women~~	Total
Men ~~Under 16~~	1 colored 9 white;	Boys -------	10
Women ~~Over 16~~	6 colored 6 white	Girls; -------	12
Total	22		22

4. Hours

Daily ~~Monday~~	Total 9½	Begin 7:30	End 6:00	Lunch period 1 hr. Rest period---------
~~Saturday~~	4½ when working	~~1:00~~ 7:30	6:00 12:00 not working -- ~~late~~ly on Sat.	
Shifts				
Seasonal				
Regular weekly number of days		6	Total weekly hours,	47½
Piece workers		4½		
Saturday				
Weekly				

At present & during winter season

5. Overtime Only occasionally to finish a piece or some task they are working on.

6. Seasonal Not seasonal.

7. Wages

Pay period 1 week. Initial rate $1.00 per day.

Fines None

Bonus None.

OVERTIME PAY: Regular rate.
VACATION WITH PAY ------ WITHOUT PAY: ----------

If they take a vacation, they lose the time, and pay.

8. Labor turnover No figures.

Date Mar. 16, 1921. Agent Mary H. Turner

Over

Could not take payroll. No books. Manager was willing to give figures from memory, but could not give the time lost so did not take figures.

Gainesville Laundry

9. (a) The laundry was housed in a one story brick building. The building was very old. The place consisted of one large room. It was very untidy, there being no system to the arrangement of the machines, or any apparent effort to keep the place in order. The floor in all except the part immediately under the washers which was of cement, was of boards very old and grimy looking. In some places the floor was almost broken through and through by heavy machinery. Old broken boxes, old bottles, oil cans and pieces of boards occupied the corners and spare spaces. Dust was accumulated on windows and window sills. Everything about the place was disorderly.

The place was located near the of the town, would be easily reached by workers. The concern occupied the entire building. The ceiling was fairly high.

There were no regular aisles. The machines were rather close together all over the place. Workers themselves were not close together.

(b) Manager said the colored women workers cleaned up the place once a week. Generally on Friday after regular work. Very untidy on day of visit.

(c) No heating except from the irons, boilers, etc. Would be adequate except in very cold weather.

(d) The natural lighting was by means of windows- of good size with clear glass panes, but not very close together. These were on three sides, and in front were the glass in the doors and the large windows like show windows. In spite of all this the room was rather dingy; the windows were so dirty, they made the place dark. There were no shades at the windows. In the ceiling over the ironers was a monitor or skylight. It was closed on day of visit as were all but a very few of the windows. It was quite warm on day of visit. The workers were not close enough to the windows to be affected by glare. The artificial light was by means of electric drop lights which hung from ceiling. These were clear bulbs with no shades. They hung at intervals around the room but were not placed with any apparent attention to the worker.

(e) The ventilation was by means of windows and the skylight in the parts of workroom over the ironers. Only a few windows were open on day of visit. There was no artificial ventilation noticed. The room was quite warm on day of visit. They were not using hot water in washers on day of visit, but from arrangement of washers it would seem there would be quite a bit of steam in room when hot water is used.

10. (a) The workers would all be exposed to the strain of the excessive heat, and the ironers, the workers on mangles and presses would be exposed to the strain of standing. None of the occupations involved the strain of sitting. Standing (See 10-a).

A couple of stools were noticed. A man running collars through a machine occupied one of these and a woman folding flat work another. These were the only seats noticed in the place.

ville Steam laundry

(c) The girls wore aprons. The manager said the girls furnished their own but washed them at the laundry.

11. (a) There were a few unguarded belts. There was one on the extractor, one on the large mangle, and a few small ones on starch machine, and on collar polisher. There was no lid on the extractor. No water on floor where women worked. A drain by each washer carried off water.

(b) There were no stairways. Doors open in. No fire escapes. Two exits in front on the street, one in rear onto alley. No automatic sprinklers. Material not very inflammable.

12. (a) Drinking water is procured from a faucet in an old iron sink in rear of workroom. Is cleaned when it is cleaned, by the workers when they clean up the rest of the place. No cups

(b) 1. Workers wash in sink at rear of room, not very clean looking. They wash under the stream from the faucet.
2. Cleaned by the colored workers when they clean up the rest of place.
3. No hot water in this sink.
4. Soap is procured from the stock of the laundry.
5. Workers furnish own towels if they have any.

(c) 1. The toilets were located at rear of workroom in corner. No outside ventilation. They were partitioned directly off from the workroom. Partition did not extend to ceiling; doors, but entrance not screened. Doors not designated. Cleaned by negro women workers. Very dirty, the floors grimy. Toilets very dirty. Waste paper on floor in one. Toilet paper furnished.

2. Two toilets. - one for white women, one for colored.
3. 6 girls per toilet seat.

13. (a) No lunch room . Girls go home to lunch or eat in workroom.

(b) No restroom.

(c) Wraps are hung on nails driven in the wall or any place they can find to hang them.

(d) No first aid.
1. -----
2. No hospital room.
3. ------
4. -------
5. No health records are kept.

esville Laundry.

14. (a) Manager hires.
(b) " fires
(c) " transfers.
(d) No employment records are kept.
(e) No training.
(f) No forewomen.

This management took over laundry in April, 1920, so no 52 week schedule could be taken.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

(94)

FACTORY SCHEDULE

103

~~Griffin~~

1. Name of factory Griffin Laundry and dry cleaning. Address 120 W. Soloman St.

2. Product Person interviewed W.C.Mitchell,Mgr.

3. Number employed

				Total
Men	4 colored 5 white	Boys	1 white	10
No women in dry-cleaning. Women	1 white 11 colored	Girls	- -	12
Total				22

~~Start noon on Monday.~~

4. Hours

	Begin	End	Lunch period	Rest period	Total
Daily	7	6	45 min.		10¼
Mon. Closed ~~Saturday~~ Saturday	12	6			6
Shifts					

Regular weekly number of days 4½ Total weekly hours 47

Shifts weekly number of periods Total shifts weekly hours

5. Overtime None.

6. Seasonal Not seasonal.

7. Wages $1 per day now.
Pay period 1 week. Initial rate $1.25 per day last ye.

Fines None.

Bonus None.

Overtime pay - - -

Vacation - with pay - - - without pay - - -

Holidays paid for.

8. Labor turnover No figures.

Date Mar. 11, 1921. Agent Mary H. Turner.

This management took over laundry in April, 1920, so no 52 week schedule could be taken.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

(94)

FACTORY SCHEDULE

103

~~Griffin~~

1. Name of factory Griffin Laundry and dry cleaning. Address 120 W. Soloman St.

2. Product Person interviewed W.C.Mitchell,Mgr.

3. Number employed

				Total
Men	4 colored 5 white	Boys	1 white	10
Women	1 white 11 colored	Girls	- -	12
Total				22

No women in dry-cleaning.

~~Start noon on Monday.~~

4. Hours

	Begin	End	Lunch period	Rest period	Total
Daily	7	6	45 min.		10¼
~~Mon.~~ Closed ~~Saturday~~ Saturday	12	6			6
Shifts					

Regular weekly number of days 4½ Total weekly hours 47

Shifts weekly number of periods Total shifts weekly hours

5. Overtime None.

6. Seasonal Not seasonal.

7. Wages

Pay period 1 week. Initial rate $1 per day now. $1.25 per day last ye.

Fines None.

Bonus None.

Overtime pay - - -

Vacation - with pay - - - without pay - - -

Holidays paid for.

8. Labor turnover No figures.

Date Mar. 11, 1921. Agent Mary H. Turner.

Griffin Laundry Co.

9. (a) Laundry was housed in a one story brick building on main street of city in middle of business block. The building is quite old, and has been in use as a laundry for many years. The building consisted of two work rooms, one where the women worked which contained the washing machines in the rear, the extractor and drying racks, and the mangles, ironing boards and presses. The other room contained the dry cleaning dept. at the rear, and the office in the front end. The two rooms were connected by a door near the front end of building. As it was in the center of the town it should be easily reached by workers. The concern occupied the entire building. The ceilings were of good height. The work room was crowded. The machines were close together. No orderly arrangement of work apparatus. Place had a jumbled appearance. As the place was not large to start with the workers were rather close together. Agent had to stoop under a drying rack to reach rear of the room.

(b) Work rooms are cleaned by workers. Generally on Fridays before they leave. They sometimes finish Friday by noon. They clean after the routine work is done. The walls were rather dingy and dusty. The plaster was discolored by age and steam and the ceiling was dusty and dingy looking. The floor was of cement and was fairly clean. There was no water on the floor except immediately around the washers. There was a drain for that so there was none where the women had to stand.

(c) Heating was by means of over head steam pipes and by the irons and other working apparatus.

(d) Natural lighting was by means of the windows in front of the building opening on street, one window in rear, and two large skylights in ceiling. Panes were of clear glass. Windows and skylight dirty. No shades. No glare on the workers. None very near the windows. The artificial lights were electric drop lights hung on cords from the ceiling. No shades. Lights at intervals of about 10 or 12 ft. No individual lights.

10. (a) Operations involving strain would be the mangles, the presses and starching, as these operators are subject to the strain of continued standing. In addition to continued standing they would be subjected to the strain of standing on the hard cement floor.

(b) No occupations involved the strain of sitting. The seats were boxes or baskets. No chairs or stools were noticed except the folder on flat work had a stool without a back.

(c) No uniforms were provided or worn except that most of the girls wore caps. These were laundried by the firm.

11. (a) A few unguarded belts were noticed on the washers, on the large mangle and a few smaller belts. The large main belt had a boxing of slats built over it. The mangles were guarded, the extractor had a lid on it. There was no handkerchief ironer, handkerchiefs were ironed on presses. There would be some steam in room on a cold damp day, as the washers were in a corner of the work room near an outside door where the outside air would blow in and make the steam condense in the room. There was no hood over the large mangle so there would be steam from it.

(b) No stairway, one story building. Front door opens in. Back door opens out. No fire escape; one story building. Three exits. One through office onto street, and an exit in both the laundry work room and dry cleaning room. Both of these open on an alley. No automatic sprinkler system. A fire extinguisher was noticed on the dry cleaning department. Material inflammable in dry cleaning dept.

12. (a) Drinking water was procured in winter from a faucet in an iron sink at rear of laundry room. In summer they had ice water from a cooler. Girls furnished own cups.

(b) 1. The workers wash in sink at rear of room. Rather old and rusty looking. Two faucets. 2. Cleaned by the workers. Fairly clean considering the rusty surface. 3. Hot water. 4. Soap is procured when they want it from the stock in laundry. 5. Workers use one of the towels in the laundry if they want one. Manager said" Oh, they just grab a towel out of the wash if they want one and then have it washed when they get through with it."

(c) 1. Toilet is built in a corner of the laundry room in rear. No outside ventilation. Board partition not extending to ceiling with door. Entrance not screened. Door not designated. Cleaned by the workers. Girl who showed agent the toilet said it was not much use to clean it as thev toilet leaked some place and there was always water on the floor. Seat and bowl was clean. Floor was wet. Toilet paper furnished.
2. One toilet seat. 3. 11 girls to toilet seat.

13. (a) No lunch room. Girls go home to lunch or eat in workroom.
(b) No rest room.
(c) Wraps are hung on hooks and nails on the wall of the drying clost in rear of workroom.
(d) No first aid. 1.----- 2. No hospital room. 3.---- 4.~~00~~
5. No health records kept.

14. (a) Manager hires.
(b) (c) Manager fires, transfers.
(d) No employment records are kept.
(e) No training.
(f) No forewomen.

No 52 week. Not under present management for year.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

(94)

FACTORY SCHEDULE (Georgia)

104

1. Name of factory La Grange Electric Laundry. Address 208 Ridley Ave. La Grange

2. Product Person interviewed Mr. O. W. Myers, Mgr.

3. Number employed

				Total
Men	2 col. 1 white	Boys	--	3
Women	5 col.	Girls	--	5
Total	8		--	8

4. Hours

Daily Begin 7:30 End 5:30 Lunch period 1 hr Rest period ____ Total 9

Saturday 2 hrs. worked on Sat. ____ ____ 2

Shifts Only 2 hrs. on Thurs; closed on Monday. ____ 2

Regular weekly number of days Total weekly hours 31 hours (over)

Shifts weekly number of periods Total shifts weekly hours

5. Overtime None.

6. Seasonal Not seasonal.

7. Wages

Pay period 1 week Initial rate 15¢ per hr.

Fines None.

Bonus None.

Overtime pay None.

Vacation - with pay --- without pay ---

If they take a vacation they lose the time and pay.

8. Labor turnover No figures.

Date March 22, 1921. Agent Mary H. Turner

The laundry works Tuesday and Wednesday, about 2 hours on Thursday, all day Friday and about 2 hours Saturday.

9. (a) The concern was housed in a small one story brick building on the main street of the city. The building was separate from all other buildings and was surrounded by plenty of open space.

The laundry occupied the entire building. No basement. The machines were all run by electric power. Board floor except under the washers were the floor was of cement.

The ceiling was high. The aisles were wide. Plenty of space between machines. Place was fairly well arranged. The ironing boards were all along one side of the room next to the windows. The washers were at rear of room. Mangles and dryers in center, office and checking counters in front of store. No crowding anywhere.

(b) Work rooms cleaned by one of the colored men, once ot twice a week when work is slack. On day of visit place was fairly clean.

(c) Heating was by means of the working apparatus. As the place was small it seems the heat from the work apparatus would be sufficient.

(d) Natural lighting was by means of large square windows on three sides of the building and from the glass in the doors and large windows in front of the building. Panes were of clear glass. Workers were near windows but were placed so the light was at the side. There would be some glare in the eyes. No shades.

Artificial lighting was by means of electric drop lights hanging from the ceiling by cords. Clear glass bulbs. No shades. Lights were at sufficiently close intervals around the room.

(e) Ventilation was by means of the windows on three sides of the room and the doors in front. Windows opened by swinging down and inward. The entire window swinging open this way/ About all the windows and both doors were open on day of visit.

In the ceiling over the mangles were two ventilators, controlled by cords/which they could be opened at will. No steam was noticed. Plenty of fresh air.

10. (a) The workers operating the washing machines would be exposed to the strain of standing with the additional hazard of having to stand on the cement floor. The floor around the washers was wet. The drains did not appear to be deep enough. The ironers would also be exposed to the strain of standing.

(b) None of the workers would be exposed to the strain of excessive sitting. A long bench was provided for the workers who received the work coming out of the large mangle. No other seats were noticed.

(c) No uniforms were provided or worn.

11. (a) No unguarded belts or pulleys were noticed the washers were against the wall so belts were not exposed in a way to be dangerous. The extractor had lid. Mangle was run by its own motor. No belt.

11. (b) No stairways. There was a porch over the rear door. Steps lead down. Short flight of two or three steps. Doors open in. No fire escapes. Three exits, one in rear onto porch, one in front onto street directly from work room, one onto street through office. No automatic sprinklers. Material not very inflammable.

12. (a) Drinking water is procured from a faucet in a sink in the rear of the room. In summer ice water is provided in a barrel. Workers furnish own cups.

(b) 1. Workers wash in the iron sink in the rear of the room. One faucet. Sink is also used for work purposes.
2. Not very clean on day of visit When cleaned is done by the workers.
3. No hot water.
4. Soap may be procured from firm's supply.
5. Workers supply their own towels if they have any.

(c) 1. Toilet is located on the porch out side of the work room. Partition extends to ceiling. Equipped with door. No outside window; doors opens outside. Door not screened. Door not designated. Fairly clean on day of visit. Cleaned by workers. No toilet paper.
2. One toilet.
3. Five girls to toilet seat.

mgr indefinite about time etc

13. (a) No lunch room. Girls go home to lunch or eat in work room.
(b) No rest room.
(c) Wraps are hung on hooks or nails on wall of work room.
(d) No first aid.
1.-----
2. No hospital room.
3. -----
4. -----
5. No health records.

14. (a) Manager hires.
(b) " fires.
(c) " transfers.
(d) No employment records are kept
(e) No training.
(f) No forewomen.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

FACTORY SCHEDULE

(63)

Ga.

1. Name of factory Capital City Laundry : Address 128 Whitehall St.

2. Product Laundry & Dry Cleaning : Person interviewed

3. Number employed

	Men	Women	Total
	56	112	168
Under 16	56	112	
Over 16			
Total			

4. Hours

Daily Total 9½ Begin 7:30 End 5:30 Lunch period 30

Shifts	One day shift			
Seasonal				
Piece workers	Same			
Saturday	5½	7:30	1	
Weekly	53			

5. Overtime To make up holidays work till 9 p.m. Pay time & a half to all women & piece workers straight piece rates

6. Seasonal None

7. Wages

Pay period Weekly 6 days Initial rate Finishing flat work Shaker 6.00 Folder 6.50 Starching machine Shirts 6.50 Hand work 7.00

Fines None

Bonus Not for laundry women

8. Labor turnover 33⅓ % yearly

Date June 2, 1920 Agent H. Bryan, M. Robinson

The Capital City Laundry

9. Work-room conditions

a. _____

b. Cleaning. Floors and walls on the whole fairly clean. The walls are painted three times a year. The windows in several work-rooms dingy and dirty. Occasionally debris and rolls of dust flying about on the floors made it appear that cleaning was not thorough.

One colored woman gives full time to cleaning and several colored men come in before factory opens and clean when necessary. The laundry workers do not assist with cleaning.

c. No heating apparatus in the main building but it was stated that the heat from the various machines is adequate. One work-room in the dry cleaning department is an annex heated by a steam radiator.

d. Lighting both by windows and electric lights throughout seemed adequate. Some of the work-rooms have windows on two sides, some have windows on three sides and sky-lights, ~~or three~~ windows on four sides and ~~others~~ have windows on four sides and sky-lights.

The electric lights are overhead on cords in all work-rooms except one where there is a dome light with a frosted shade. The lights scattered about at irregular intervals are apparently sufficient

Capital City Laundry

Ventilation is by windows chiefly and is only fair, as in most cases there are no means for carrying off steam although there are hoods over a few of the large mangles to catch the steam to keep water from gathering on the ceiling and dropping on the machine.

In the collar-room there is a pipe covered with a cheese-cloth dust-catcher to blow in fresh air, and a circular fan in the front wall to carry off hot air. In the pressing-room there is also a fan of this sort.

f. Seating is wholly inadequate as there are no seats in any of the work-rooms except in the collar-room where there is one high stool, and in the pressing-rooms three or four boxes for seats.

10 - Occupations.

List - Washers, Shirt-ironers, Hand-ironers, flat-work ironers, pressers, starchers, collar-ironers and creasers, sweeper, seamstress, sock-stretcher, linen department workers.

a. The floors of work-rooms where washing is done not sufficiently drained.

The steam from washing and pressing machines in most cases not carried off, making the air hot, damp, and disagreeable.

The washers in the dry-cleaning department are exposed to gasoline fumes, and the heat in the adjoining gasoline room sometimes causes explosions.

1. The women stand constantly at their work except in three cases.

Capital City Laundry

Ventilation is by windows chiefly and is only fair, as in most cases there are no means for carrying off steam although there are hoods over a few of the large mangles to catch the steam to keep water from gathering on the ceiling and dropping on the machine.

In the collar-room there is a pipe covered with a cheese-cloth dust-catcher to blow in fresh air and a circular fan in the front wall to carry off hot air. In the pressing-room there is also a fan of this sort.

f. Seating is wholly inadequate as there are no seats in any of the work-rooms except in the collar-room where there is one high stool and in the pressing-rooms three or four boxes for seats.

10. Occupations.

List - Washers, Shirt-ironers, Hand-ironers, flat-work ironers, pressers, starchers, collar-ironers and creasers, sweeper, seamstress, sock-stretcher, linen department workers.

a. The floors of work-rooms where washing is done not sufficiently drained.

The steam from washing and pressing machines in most cases not carried off, making the air hot, damp, and disagreeable.

The washers in the dry-cleaning department are exposed to gasoline fumes, and the heat in the adjoining gasoline room sometimes causes explosions.

1. The women stand constantly at their work except in three cases.

Capital City Laundry

11. Safety.

a. No fire escapes. No fire drills. Brick building with many wooden walls. Wooden stairs with wood enclosed and with wooden hand-rails for the most part.

b. Overhead automatic sprinklers and fire-extinguishers in work-rooms.

12. Sanitation.

a. In several work-rooms galvanized buckets with tin-cans for common use. In the pressing rooms of the dry cleaning department a water-cooler with common drinking cups.

b. No regular wash-rooms. Workers can use water facilities furnished for the work.

c. In the pressing-rooms of the dry cleaning department there is a toilet room with one seat for the white women, and a toilet room with one seat for the colored. In each case the toilet has a window and adjoins the cloak-room separated from it by a wall and door.

In the main building of the laundry there are two toilets for the white workers and two for the colored and in addition to these there is one toilet for white women and one for colored, out-of-doors in the court between the main building and the building used for dry cleaning purposes.

City Laundry

Service and facilities.

a. No lunch room or rest-room. The women bring lunch and eat in work-rooms or go out for lunch.

b. In each pressing-room of dry-cleaning dept. there is one very small cloak-room for white women and one for colored. This room is separated from the main-room by an eight foot partition and from the toilet by a door and has nails driven in the walls for the cloaks.
In the other work-rooms the workers hang their wraps on nails in the work-rooms.

c. No first-aid equipment.

Employment Management

14. The foremen hire the workers and usually fire them without consultation with the management except in extreme cases.
The management hesitates to fire workers without consulting the foremen except in extreme cases.

The Capital City Laundry

9. Work-room conditions

a.---------

b. Cleaning. Floors and walls on the whole fairly clean. The walls are painted three times a year. The windows in several work-rooms dingy and dirty. Occasionally debris and rolls of dust, lying about on the floors made it appear that cleaning was not thorough. One colored woman gives full time to cleaning and several colored men come in before factory opens and clean when necessary. The laundry workers do not assist with cleaning.

c. No heating apparatus in the main building but it was stated that the heat from the various machines is adequate. One workroom in the dry cleaning department in an annex is heated by a steam radiator.

d. Lighting both by windows and electric lights throughout seemed adequate. Some of the work-rooms have windows on two sides, some have windows on three sides and sky-lights, one has windows on four sides, and others have windows on four sides and sky-lights. The electric lights are overhead on cords in all work-rooms except one where there is a dome light with a frosted shade. The lights scattered about at irregular intervals are apparently sufficient.

e. Ventilation is by windows chiefly and is only fair, as in most cases there are no means for carrying off steam although there are hoods over a few of the large mangles to catch the steam to keep water from gathering on the ceiling and dropping on the machine. In the collar-room there is a pipe covered with a cheese-cloth dust-catcher to blow in fresh air and a circular fan in the front wall to carry off hot air. In the pressing room there is also a fan of this sort.

f. Seating is wholly inadequate as there are no seats in any of the work-rooms except in the collar-room where there is one high stool and in the pressing rooms three or four boxes for seats.

10. Occupations

List-washers, shirt-ironers, hand-ironers, flat-work ironers, pressers, starchers, collar ironers and creasers, sweeper, seamstress, sock-stretcher, linen department workers.

a. The floors of work-rooms where washing is done not sufficiently drained. The steam from washing and pressing machines in most cases not carried off, making the ait hot, damp, and disagreeable. The washers in the dry-cleaning department are exposed to gasoline fumes, and the heat in the adjoining room sometimes causes explosions.

b. The women stand constantly at their work except in three cases.

11. Safety

a. No fire escapes. No fire drills. Brick building with many wooden walls. Wooden stairs with wood enclosed and with wooden hand-rails for the most part. Overhead automatic sprinklers and fire extinguishers in work-rooms.

12. Sanitation

a. In several work-rooms galvanized buckets with tin cans for common use. In the pressing rooms of the dry-cleaning department a water cooler with commondrinking cups.

b. No regular wash rooms. Workers can use water facilities furnished for the work.

c. In the pressing room of the dry cleaning department there is a toilet room with one seat for the white women, and a toilet with one seat for the colored. In each case the toilet has a window and adjoins the cloak room separated from it by a wall and door. In the main building of the laundry there are two toilets for the white women and two for the colored, and in addition to these there is one toilet for white women and one for colored, out of doors in the court between the main building and the building used for dry cleaning purposes.

13. Service and facilities.

a. No lunch-room or rest-room. The women bring lunch and eat in the work-rooms or go out for lunch.

b. In each pressing room of dry-cleaning department there is one very small cloak-room for white women and one for colored. This room is separated from the main room by an eight foot partition and from the toilet by a door and has nails driven in the walls for the cloaks. In the other work-rooms the workers hang their wraps on nails in the work-rooms.

c. No first-aid equipment.

14. Employment Management

The foremen hire the workers and usually fire them without consultation with the management except in extreme cases. The management hesitates to fire workers without consulting the foremen except in extreme cases.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

FACTORY SCHEDULE

(63)

Ga.

1. Name of factory Excelsior Laundry : Address Cor Piedmont & Ellis

2. Product Laundry & Dry Cleaning : Person interviewed Mr. Harris Supt Mrs. Johnson Forelady

3. Number employed

	Men	Women	Total
	32	111	143
Under 16	none		
Over 16			
Total	143		

4. Hours

	Total	Begin	End	Lunch period
Daily	9	7.30	5	1/2
Shifts	none			
Seasonal	none			
Piece workers	none			
Saturday	4½	7.30	12 (for white 5 for colored but colored get some hrs off on Monday, the	
Weekly	49½	7.30		

5. Overtime Occasionally an hour or two overtime when Pullman Co. sends in more laundry. Employees are paid straight pay for overtime.

6. Seasonal None

7. Wages
Pay period 6 days Initial rate $7.00 for colored woman
Fines None
Bonus None

8. Labor turnover Fairly large percentage in negro labor but very small percentage in white labor

Date June 22, 1920 Agent Mr. Robinson M. Gordon

2 Seems to be 35¢ universally reg. of time

Factory Conditions

Excelsior Laundry

9. Work-room conditions

a. Large, spacious room with broad, fine aisles.

b. Rooms unusually clean. They are swept twice a day, scrubbed thoroughly once every three weeks by a corps of colored men. Disinfectants are used, and once every two months the whole place is gone over with a vacuum cleaner. Although the walls are not dingy, the superintendent is planning to have them painted as soon as he can arrange for it.

c. In summer there is a good current of air from the many windows, and in the collar dept. where the white women are employed there are a number of electric fans. In winter the heat from the various machines is sufficient.

d. Large windows on four sides of most of the work-rooms furnish adequate light without a glare. There are overhead electric lights on cords without shades, individual lights for the hand-ironers and sufficient lights for the other workers.

e. Ventilation on the whole excellent, as there are on all sides many large windows with three swinging sashes in each window. There are however no hoods over the mangles for catching the steam but the steam seems to be quickly carried off.

f. There are very few seats but the nature of the work almost precludes

tory. There are only few seats with rings but without backs in the rooms where the colored girls are. In the sections for white women there are a few stools without backs which can be used when workers are at leisure one stool to three or four girls

10. Occupations. First workers in linen starch & ironing depts. such as hand-ironers, body-machine operators, mangle operators, collar-ironers, folders, shakers, sleeve-ironers, assorters, markers, seamstresses.

a. Body machine operators use a great deal of foot pressure on their machines. The operators of the sleeve machines and the hand-ironers are in danger of burning themselves. The operators of the mangles are menaced by the steam which is not caught in hoods.

b. The women all stand at their work the hand-ironers machine-operators, shakers, starchers, assorters, etc.

11. Safety.

a. In the laundry an automatic sprinkling system fire extinguishers, concrete stairways and a brick fire-wall

In the dry cleaning department there is a fire-wall an automatic sprinkling system automatic steam curtain extinguisher. The whole dept. is divided into small rooms and the fire proof walls and concrete floors would prevent an explosion in one from spreading to another and the automatic steam system would immediately extinguish the flame. The gasoline room is absolutely fire-proof with tiled walls and floors. There are only a few women working as pressers in one room of the dry cleaning building, entirely removed from the gasoline processes.

The mangles are guarded to prevent the girls from catching their hands and fingers.

12. Sanitation.

a. There are tanks of ice-water in the work-rooms only. Several common drinking cups for the colored girls.

b. 1. On second & third floors there is a small wash-room for the white girls. One porcelain basin with roller towel and soap dispenser. There is one window. The room is screened off from the work-room by an 8 ft. wooden partition. There is no wash-room on the first floor for the white girls. There is the one on the second floor. There is no wash-room for the colored girls. They use the trough sinks in the work-room. There are four sinks with four cold faucets and two hot ones. A roller towel and soap are provided.

c. On the first floor there is no toilet for the white girls. On the second and third floors there is a toilet with one seat in a small room without a window, which opens from the wash-room, but is walled up to the ceiling. Toilet paper is provided. On the first floor for the colored girls there is a small room with one seat, no toilet paper, no window. The room is not very clean. It is partitioned off from work-room by an 8 ft. wooden screen, has a swinging door facing the seat.

On the second floor there is a toilet room with two seats, no toilet paper,

window. The room is separated by a wooden screen and swinging door from a small one-room with one small window. The place was not clean. There are about forty girls to a toilet. In the dry cleaning dept, there was one small toilet one seat for white girls and one for colored girls. There was a window in the white toilet but not in the colored.
The superintendent was apologetic for the washing and toilet facilities and said that he was planning to improve conditions as soon as possible and to install several shower baths.

13. Service and facilities.

a. There is no lunch-room or rest room. The white girls go out to a boarding-house near by for lunch if they wish. The colored girls bring their lunch and eat in the work-room.

b. There is no cloak-room. The white girls hang their wraps on nails in the wash-room. The colored girls put their wraps in the work-room wherever they can.

c. There is no first-aid equipment. Whenever a girl is hurt, she is taken in one of the laundry trucks to a doctor who is nearby.

14. The Superintendent hires and fires, sometimes the forelady consults him in regard to discharging. He said that there was

little discharging that sometimes workers left for a while and then came back and were taken on again.

The superintendent said that the white employes were given a dinner in the laundry once a month in order to inspire interest and cooperation in the work.

He said that he watched his employes very carefully and gave raises when they were deserved. His pay-roll showed rather frequent raises both among the white and the colored employes.

9. Workroom conditions. a. Large, spacious room with broad, open aisles.

b. Rooms unusually clean. They are swept twice a day, scrubbed thoroughly once every three weeks by a corps of colored men, disinfectants are used, and once every two months, the whole place is gone over with a vacuum cleaner. Although the walls are not dingy the superintendent is planning to have them painted as soon as he can arrange for it.

c. In summer there is a good current of air from the many windows, and in the collar department where the white women are employed, there are a number of electric fans. In winter the heat from the various machines is sufficient.

d. Large windows on four sides of most of the workrooms furnish adequate light without a glare.

There are overhead electric lights on cords without shades, individual lights for the hand-ironers and sufficient lights for the other workers.

e. Ventilation, on the whole, excellent, as there are on all sides many large windows with three swinging sashes in each window. There are, however, no hoods over the mangles for catching the steam, but the steam seems to be quickly carried off.

f. There were very few seats, but the nature of the work almost precludes sitting. There are a very few seats with rungs but without backs in the rooms where the colored girls are. In the sections for white women there are a few stools without backs, which can be used when workers are at leisure, one stool to three or four girls.

10. Occupations. List. Workers in linen, starch and ironing

departments, such as hand-ironers, body-machine operators, and mangle operators, collar ironers, folders, shakers, sleeve ironers, assorters, markers, seamstresses.

a. Body machine operators use a great deal of pressure on their machines and the hand-ironers are in danger of burning themselves. The operators of the mangles are menaced by the steam which is not caught in hoods.

b. The women all stand at their work, the hand-ironers machine-operators, shakers, starchers, assorters, etc.

11. Safety.

a. In the laundry an automatic sprinkling system of fire extinguishers, concrete stairways, inclosed in a brick fire-well.

In the dry cleaning department there is a fire-wall, an automatic sprinkling system, automatic steam-curtain extinguisher. The whole department is divided into small rooms, and the fireproof walls and concrete floors would prevent an explosion in one from spreading to another, and the automatic steam system would immediately extinguish the flame. The gasoline room is absolutely fire-proof with oiled(?) walls and floors. There are only a few women working as pressers in one room of the dry cleaning building, entirely removed from the gasoline processes.

The mangles are guarded to prevent the girls from catching their hands and fingers.

12. Sanitation.

a. There are tanks of ice-water in the workrooms only, several common drinking cups for the colored girls.

b. On second and third floors there is a small wash-room for the white girls, one porcelain basin with one faucet, a roller towel and soap provided. There is one window. The room is screened off from the work-room by an 8-foot wooden partition. There is no washroom on the first floor, the few white girls there use the one on the second floor. There is no washroom for the colored girls. They use the trough sinks in the workroom. There are four sinks with four cold water faucets, and two hot water ones. A roller towel and soap are provided.

c. On the first floor there is no toilet for the white girls. On the second and third floors there is a toilet with one seat in a small room without a window, which opens from the wash-room, but is walled up to the ceiling. Toilet paper is provided. In the first-floor, for the colored girls there is a small room with one seat, notoilet paper, no window. The room is not very clean, is partitioned off from the workroom by an 8-foot wooden screen, has a swinging door, facing the seat.

On the second floor there is a toilet room with two seats, no toilet paper, no window. The room is separated by a wooden screen and swinging door from a small ante-room, with one small window. The place was not clean. There are about 40 girls to a toilet. In the dry cleaning department there was one small toilet, one seat for white girls, and one for colored girls. There was a window in the white toilet, but not in the colored.

The superintendent was apologetic for the washing and

and toilet facilities, and said that he was planning to improve conditions as soon as possible, and to instal several shower-baths.

13. Service and facilities.

a. There is no lunch-room or rest room. The white girls go out to a boarding-house nearby for lunch, if they wish. The colored girls bring their lunches and eat in the workroom.

b. There is no cloakroom. The white girls hang their wraps on nails in the washroom, the colored girls put their wraps in the workroom wherever they can.

c. There is no first-aid equipment. Whenever a girl is hurt, she is taken in one of the laundry trucks to a doctor who is nearby.

14. The superintendent hires and fires, sometimes the forelady consults him in regard to discharging. He said that there was very little discharging, that sometimes workers left for a while, and then came back and were taken on again.

The superintendent said that the white employees were given a dinner in the laundry once a month in order to inspire interest and cooperation in the work.

He said that he watched his employees very carefully, and gave raises when they were deserved. His pay-roll showed rather frequent raises both among the white and the colored employees.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

FACTORY SCHEDULE

(63)

Ga.

1. Name of factory Reliable Laundry : Address 1165-7 orsythe
2. Product Laundry : Person interviewed Mr. Chamberlain (mgr.)
3. Number employed Men 5c-4w 37 Women 37c-3w Total 77 Mr. Malone - Foreman

Under 16	none		
Over 16			
Total			

4. Hours

Daily	Total 10 hr. bris	Begin 7.30	End 5 or 6 p.m. irregular	Lunch period 30 min
Shifts	one day shift			
Seasonal	none			
Piece workers	none. Time			
Saturday (over)	6 hrs	7.30	about 2 p.m. irregular	
Weekly	60 hrs.			

5. Overtime not much - occasionally overtime - straight pay for overtime

6. Seasonal None

7. Wages
Pay period Weekly 6 days Initial rate depends on days of work Flat - iron $5-7 - Hand $7-
Fines None. Formerly fined for lateness, but this has been abandoned
Bonus None

8. Labor turnover 50%

Date 6/3/1920 Agent H. Bryan & M. Robinson

Probably 10 hr. Saturday if required, but may go when they get thro' — usually early in afternoon. No other way of making 60 hrs.

The Reliable Laundry - Factory Conditions

9. Working Conditions

a. Crowded. Machinery close together and aisles cluttered up & crowded with bundles and baskets of clothes.

b. Workrooms fairly clean but very untidy. Building old & ceilings and walls need painting. Cleaning, sweeping & scrubbing done by colored porter when necessary but not at regular times.

c. No heating apparatus. Foreman says that the steam from the tubs & the heat from the machinery keeps workrooms sufficiently warm in winter. This however does not make an even temperature.

d. Lighting by windows - one side of 1st floor workroom & 3 sides of 2nd floor workroom with small number of electric bulbs hanging on cords, unshaded furnishes sufficient light for this kind of work.

e. Ventilation from windows good but no means of carrying off bad air or steam or of circulating fresh air provided. Air hot & damp.

f. One kitchen chair type of chair provided for seamstress at sewing machine.

10. Occupations - Hand ironers, flat work ironers on mangles, sorters, bundlers collar workers & creasers, starchers.

a. Constant standing in steam rising from mangles

b. Constant standing by all workers.

11. Safety

a. No fire-escapes. No fire-drills. Brick building. Wooden stairs, wood enclosed with

-oden railing. No automatic sprinkler systems
No fire buckets. One fire extinguisher in
1st floor work room and one in 2nd floor
work room.

b. —

12. Sanitation
a. 2 water barrels in each of the two work-rooms
Ice put in barrels in summer. Barrels dirty
looking. Old bottles etc. sitting around for
use as drinking cups.
b. No washroom or regular washing facilities
c. Toilet for white girls on first floor.
One seat for 5 girls. Fairly tidy.
Toilet for colored girls on second floor.
Partitioned off from regular work-room
by thin board partition - door opening
directly in to work room. One seat for 37 workers. Dirty
& untidy. No toilet paper. ~~Do~~

13. Service & Welfare facilities

a. No lunch room. Girls bring lunches or
go out on street & buy something to eat.
Coco-cola kept on ice in laundry &
sold to workers any time during day at
6¢ a bottle. No rest-room.
b. No cloak room or locker facilities. Hats &
wraps hung on nails around work-room.
c. No health service or health records

14. Foreman hires & fires.

The Reliable Laundry

9. Working Conditions

a. Crowded. Machinery close together and aisles cluttered up and crowded with bundles and baskets of clothes.

b. Workrooms fairly clean but very untidy. Building old and ceilings and walls need painting. Cleaning, sweeping and scrubbing done by colored porter when necessary but not at regular times.

c. No heating apparatus. Foreman says that the steam from the tubs and the heat from the machinery keeps workrooms sufficiently warm in winter. This, however, does not make an even temperature.

d. Lighting by windows - one side of 1st floor work-room and 3 sides of 2nd floor work-room with small number of electric bulbs hanging on cords unshaded, furnishes sufficient light for this kind of work.

e. Ventilation from windows good but no means of carrying off bad air or steam or of circulating fresh air provided. Air hot and damp.

f. One chair, kitchen type, provided for seamstress at sewing machine.

10. Occupations

Hand ironers, flat work ironers, on mangles, sorters, bundlers, collar ironers and creasers, starchers.

a. Constant standing in steam rising from mangles.

b. Constant standing by all workers.

11. Safety

a. No fire-escapes. No fire-drills. Brick building. Wooden stairs, wood enclosed with wooden railing. No automatic sprinkler system. No fire buckets. One fire extinguisher in 1st floor work room and one in 2nd floor work-room.

12. Sanitation

a. A water barrel in each of the two work-rooms. Ice put in barrels in summer. Barrels dirty looking. Old bottles, etc. sitting around for use as drinking cups.

b. No wash-room or regular washing facilities.

c. Toilet for white girls on first floor. One seat for 5 girls. Fairly tidy. Toilet for colored girls on second floor. Partitioned off from regular work-room by thin board partition - door opening directly in to work-room. One seat for 37 workers. Dirty and untidy. No toilet paper.

13. Service and Welfare facilities

a. No lunch room. Girls bring lunches or go out on street and buy something to eat. Coco-Cola kept on ice in laundry and sold to workers any time during day at 6¢ a bottle. No rest room.

b. No cloak room or locker facilities. Hats and wraps hung on nails around work-room.

c. No health service or health records.

14. Employment Management

Foreman hires and fires.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

FACTORY SCHEDULE

(63)

Ga.

1. Name of factory Guthrie Laundry : Address 212 White Hall ST.

2. Product Laundry : Person interviewed Mr. Green Office mgr. Mrs. Hugh. Sup. T.

3. Number employed

	Men	Women	Total
	59	91	150
Under 16			
Over 16			
Total			

4. Hours

	Total	Begin	End	Lunch period
Daily	9 1/2	7:30	6.00	1 hr
Shifts				
Seasonal				1/2 hr
Piece workers				
Saturday				
Weekly	57			

5. Overtime Very seldom. If any girl works after 6 p.m. is paid time + 1/2 hr.

6. Seasonal Does not vary with seasons

7. Wages
Pay period weekly Initial rate 5.50 (colored)
Fines None
Bonus None

8. Labor turnover Quite high

Date June 5, 1920 Agent Ethel L. Burt Mildred J. Gordon

Guthrams Laundry

I. The Laundry occupies a 3 story brick building

a. On the 2nd floor where the clothes are ironed, the machinery is quite close together. On the other floors there are good aisles between the machines.

b. The floors are cleaned by colored porters, who sweep them every day, & scrub them on Sunday. The building was fairly clean.

c. The building has a few steam pipes around the walls.

d. ~~The two~~ Top floors have ~~ventilation from windows~~ on all four sides, the 1st floor has similar windows on 3 sides.

e. Air was circulating freely between the windows on opposite sides of the room. There was one or more ventilating fans on each floor.

f. There were no seats provided.

II - Feeding mangle, working sluice, puller, collar puller, taffy puller etc. doing fine ironing, putting ~~clean & soiled~~ clothes, marking

a. The girls on the body machine had to press down a foot pedal & release a weight. This had to be repeated every few minutes. They also stood all day on a dirty floor. The girl on the sluice ironer pulled sluices around a metal cylinder with constant danger of burns. The girls who fed the mangle had to bring their fingers right up to the rollers, and had to be very careful or they were pinched, or crushed.

f. All of the girls stood at their work

11. a. The building was equipped with a sprinkler system. There was only one stairway encased in wood, with no handrail & doors opening in.

f. The mangle was unguarded, and had no hood.

12. - a. There was one sink with a cold water faucet on each floor; no cups or glasses were in sight. One girl was seen drinking from a battered tin cup.

f. 1. There were no washrooms. The girls presumably washed up at the sinks located on each floor. There was only cold water.

2. No soap was supplied

3. No towels were supplied

c. 1 There was a toilet room on each floor. The one on the top floor was for the white girls. It was separated from the men's toilet by a partition that did not reach to the ceiling. There were 2 toilet seats partitioned off with swinging doors. They were supplied with toilet paper and were fairly clean. The whole room needed repairing. In the outer part the girls wraps were hung on the gas jet & on a few nails. One large window opened into this room. The toilet on the 2nd floor had a window opening directly into the

rooms containing the seats. As this window looked right out on a nearby building, it was kept shut. On the first floor the window, was very high & small. It also was shut. There was no door to this toilet room, just a piece of sail cloth over the entrance. No toilet paper was provided & the 2 latter rooms were dirty. One toilet was not in working order. An old colored woman was supposed to keep the toilets clean. None of the toilet doors were marked

d. Some of the girls were strange aprons which they furnished themselves. The laundry washed these for 4¢ the regular price.

13. a. No lunch room or rest room was provided. In the basement was a table covered with dirty brown paper & 4 chairs where the colored girls eat their lunches. An old negro "mammy" brings in a basket of food & sells it to the worker. This table was located in the room with the boiler & dynamo.

Upstairs a girl who was fainting was lying on a counter with a bundle of clothes under her head.

b. There was no locker or cloak room the white girls hung theirs in their toilet room; the colored seemed to keep their

hats on.

2. 1. A first aid cabinet was in the office of the foreman of the room where the ironing was done had some simple remedies on his desk.

2 – no one in particular

3 – None

14. The foremen hire & fire the girls.

Atlanta

Homevisit Schedules

Atlanta - Home visits

U. S. Department of Labor
WOMEN'S BUREAU
Washington

HOME VISIT SCHEDULE

7:38 Wednesday

Name of worker Mrs Smith Address 198 Orm St.

Firm Epselsior Occupation Folder

Hours: Begin 7:30 End 5:30 (sometimes 5) Saturday 7:30 - 3 p.m. to 5 p.m.

Total daily _____ Total weekly _____

Amount of overtime in past month _____

Amount of lost time in past month after holidays + pullman rushes mostly in winter till 10 p.m.

Reasons for lost time for pullman rushes get time & a half ~~but straight time~~ for making up holidays.

Length of busy season _____ Length of slack season _____

Wages: Amount of last pay envelope _____

Average amount earned in pay period _____

Increases in past year _____

Fines _____ Bonuses _____

Former job: Weekly hours _____ Amount of pay _____

How long held _____ Reason for leaving _____

Personal facts: Age left school ? Grade completed 6th grade

Reason for leaving school Had to work - Cotton fields

If living at home: Sole support of self (?) Self, daughter & daughters child 3 yrs old all

Assist in support of others (?) _____

If boarding: Amount paid on $8.50 week - Daughter sickly & can't work - keeps house. Rent $13.00 a month

Flora Billops has been working in the Excelsior Laundry as a marker for 19 yrs and is now getting $11 a week. A white girl about 18 yrs old who is a marker also but who has been in the laundry for a few months, is getting $15.00 a week.

The colored women have no dressing-room; they hang their wraps in the work-room. The white girls have a small dressing-room.

The colored women have no facilities for washing unless they go to the sink in the work-room where the men work.

The toilets for the colored women are inferior to those for the white women.

1

Dora Billops has been working in the Excelsior Laundry as a marker for 19 years, and is now getting $11 a week. A white girl about 18 years old who is a marker also, but who has been in the laundry for a few months, is getting $15 a week.

The colored women have no dressing room; they hang their wraps in the work-room. The white girls have a small dressing-room. The colored women have no facilities for washing unless they go to the sink in the work-room where the men work.

The toilets for the colored women areinferior to those for the white women.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

HOME VISIT SCHEDULE

Name of worker Helen Howard Address 16 Magnolia

Firm Excelsior Laundry Occupation Fold

Hours: Begin _____ End _____ Saturday _____

Total daily _____ Total weekly _____

Amount of overtime in past month _____

Amount of lost time in past month _____

Reasons for lost time _____

Length of busy season _____ Length of slack season _____

Wages: Amount of last pay envelope 7.50

Average amount earned in pay period _____

Increases in past year _____

Fines _____ Bonuses _____

Former job: Weekly hours _____ Amount of pay _____

How long held _____ Reason for leaving _____

Personal facts: Age left school _____ ~~Grade completed~~ now in 8th grade

Reason for leaving school Going to enter Spellmanian Seminary in Spring

If living at home: Sole support of self (?) _____

Assist in support of others (?) Lives with father & mother

If boarding: Amount paid Gives pay envelope to mother

She helps

U. S. Department of Labor
WOMEN'S BUREAU
Washington

HOME VISIT SCHEDULE

Name of worker Bessie Eppiger Address 150 Houston

Firm Excelsior Laundry Occupation Fold

Hours: Begin _____ End _____ Saturday _____

Total daily _____ Total weekly _____

Amount of overtime in past month _____

Amount of lost time in past month _____

Reasons for lost time _____

Length of busy season _____ Length of slack season _____

Wages: Amount of last pay envelope $8.00

Average amount earned in pay period $8.00

Increases in past year 50¢

Fines None Bonuses _____

Former job: Weekly hours _____ Amount of pay _____

How long held _____ Reason for leaving _____

Personal facts: Age left school 17 Grade completed 8th grade

Reason for leaving school Got tired of school

If living at home: Sole support of self (?) gives father pay envelope he keeps everything ~~or~~ lets her

Assist in support of others (?) _____

If boarding: Amount paid _____

have certain amount for necessities - father working

U. S. Department of Labor
WOMEN'S BUREAU
Washington

HOME VISIT SCHEDULE

Name of worker Daisy Howard Address 16 Magnuder

Firm Excelsior Laundry Occupation Fold

Hours: Begin _____ End _____ Saturday _____

Total daily _____ Total weekly _____

Amount of overtime in past month _____

Amount of lost time in past month _____

Reasons for lost time _____

Length of busy season _____ Length of slack season _____

Wages: Amount of last pay envelope 7.50

Average amount earned in pay period 7.50

Increases in past year _____

Fines _____ Bonuses _____

Former job: Weekly hours _____ Amount of pay _____

How long held _____ Reason for leaving _____

Personal facts: Age left school _____ Grade completed Has finished H. S. in Spillman Seminary & is now taking sewing to be dressmaker.

Reason for leaving school _____

If living at home: Sole support of self (?) Yes & pays school tuition -

Assist in support of others (?) _____

If boarding: Amount paid _____

Makes clothes for other people during school year.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

HOME VISIT SCHEDULE

Name of worker Bertha Kulig Address 41 Hightower St

Firm Guttmann's Laundry Occupation Marker in the Rough Dry or Family Wash Dept

Hours: Begin _____ End _____ Saturday _____

Total daily _____ Total weekly _____ } of other side

Amount of overtime in past month _____

Amount of lost time in past month _____

Reasons for lost time _____

Length of busy season _____ Length of slack season _____

Wages: Amount of last pay envelope $15.00 (?)

Average amount earned in pay period _____

Increases in past year _____

Fines _____ Bonuses _____

Former job: Weekly hours _____ Amount of pay _____

of other side How long held _____ Reason for leaving _____

Personal facts: Age left school 14 yrs Grade completed _____

Reason for leaving school To help support family

If living at home: Sole support of self (?) Yes

Assist in support of others (?) Yes, by paying board.

If boarding: Amount paid _____

She is an energetic young married woman. Although she seems fond of her husband, he drinks so heavily that she can not live with him nor is she supported by him. She is living at home and helps the family with her board. Her father is an invalid, has been unable to work more than 3 wks in the last year. Her brother was an invalid when he came out of the army, was operated on, and died after seven months in the hospital. There are two other sisters who work one in the Capital City Laundry at $15 a week and the other in a printing establishment.

Bertha is enthusiastic about her work, said she likes it better than other things she has done. She used to be a chocolate dipper in Schlesinger's and has also worked in a paper-box factory, but thinks these jobs were both "messy".

She likes the hours in the laundry as she does not go to work until 10 o'clock on Monday, gets out at 5.30 every day, is through at noon on Friday and has holiday all day Saturday and Sunday. In the 8 mos. that she has been in the laundry she has worked overtime only 2 evenings until 9 o'clock and was paid time and a half for overtime, and was given time for supper.

She does not sit down at work but she has from 10 to 20 minutes rest several times a day between the various bundles of clothes which she marks.

She is paid by the week ($15 per wk), prefers this to piece work as the latter would make her nervous. She thinks the wages are low.

She wishes all the women in the laundry were white, said that the manager wanted to put a colored girl in her dept., but that the white girls refused to allow this.

She thinks the toilet and dressing room facilities are not good, but she does not seem disturbed about this.

She said that the girls could go out and get a drink whenever they wanted, that even though they are supposed to have a half-hour lunch period they can take longer if they wish but that they prefer not to as it would make them later in getting through their work in the afternoon.

She is an energetic young married woman. Although she seems fond of her husband he drinks so heavily that she can not live with him, nor is she supported by him. She is living at home, and helps the family with her board. Her father is an invalid, has been unable to work more than 3 weeks in the last year. Her brother was an invalid when he came out of the army, was operated on, and died after seven months in the hospital. There are two other sisters who work, one in the Capitol City Laundry at $15 a week and the other in a printing establishment.

Bertha is very enthusiastic about her work, said she likes it better than other things she has done. She has also worked in a paper box factory and used to be a chocolate dipper in Schlesinger's, but thinks these jobs were both messy.

She likes the hours in the laundry, as she does not go to work until 10 o'clock on Monday and gets out at 5.30 every day, is through at noon on Friday and has holiday all day Saturday and Sunday. In the 8 months that she has been in the laundry she has worked overtime only two evenings, until 9 o'clock, and was paid time and a half for overtime, and was given time for supper.

She does not sit down at work but she has from 10 to 20 minutes' rest several times a day between the various bundles of clothes which she marks.

She is paid by the week - $15 a week - prefers this to piece work, as the latter would make her nervous she thinks, the wages are low.

She wishes all the women in the laundry were white, said that the manager wanted to put a colored girl in her department but that the white girls refused to allow this.

She thinks the toilet and dressing room facilities are not good, but she does not seem disturbed about this.

She said that the girls could go out and get a drink whenever they wanted, that even though they are supposed to have a half-hour lunch period they can take longer if they wish, but that they prefer not to as it would make them later in getting through their work in the afternoon.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

HOME VISIT SCHEDULE

Name of worker Willie Brown (colored) Address Battle St.

Firm Pullman's Laundry Occupation Flatwork ironer - Mangle

Hours: Begin 7:30 End 5:30 Saturday 9:30 to about 1 p.m.

Total daily 9½ Total weekly 53

Amount of overtime in past month Spasmodic + not much

Amount of lost time in past month

Reasons for lost time

Length of busy season X Length of slack season X

Wages: Amount of last pay envelope $6.50

Average amount earned in pay period

Increases in past year None

Fines None Bonuses None

Former job: Weekly hours Amount of pay

How long held Reason for leaving

Personal facts: Age left school Grade completed

Reason for leaving school

If living at home: Sole support of self (?) Yes

Assist in support of others (?) No

If boarding: Amount paid

Willie Brown has worked at Guthman's laundry 9 or 10 years. When she started to work there she got $3.00 a week. She now gets $6.50 a week as a starcher. Sometime during this last year she got her hands caught in the mangle on which she was working which was not properly guarded. Her hands were so badly burned & mashed that for three months she was away from work & having hospital treatment. She will never be able to straighten out three or four of her fingers. She has now gone back to work on the mangle. Some arrangement has been made so that it is not so easy to get one's hands caught in the mangles. While the laundry paid the hospital bill & expenses for medical attention, they paid her but one weeks wages during the three months she was out. It is obvious that with a wage of $6.50 a week she was in more than a bad predicament because of an accident which might have been avoided if the machinery had been properly guarded.

Willie Brown lives with her sister in two rooms (half of a double house) for which they pay a rental of 6.50 a month & an additional 80¢ a month for water. The street on which the house stands more resembles an alley which was full of all kinds of debris tin cans etc. It was stated that when the neighborhood had clean-up campaigns the city could not be persuaded to cart of the trash. When they try to burn it the heavy rains storms wash it up again.

Willie cooks her own breakfasts & suppers & buys her lunches five days a week from a woman who brings them into the laundry. The lunches are 20¢ each.

Willie Brown has worked at Guthman's Laundry 9 or 10 years. When she started to work threr she got $3 a week. She now gets $6.50 a week as a flat ironer. Sometime during the last year she got her hands caught in the mangle on which she was working which was not properly guarded. Her hands were so badly burned and mashed that for three months she was away from work and having hospital treatment. She will never be able to straighten out three or four of her fingers. She has now gone back to work on the mangle. Some arrangement has been made so that it is not so easy to get one's hands caught in the mangles. While the laundry paid the hospital bill and expenses for medical attention, they paid her but one week's wages during the three months she was out. It is obvious that with a wage of $6.50 a week she was in more than a bad predicament because of an accident which might have been avoided if the machinery had been properly guarded.

Willie Brown lives with her sister in two rooms - half of a double house - for which they pay a rental of $6.50 a month and an additional 80¢ a month for water. The street on which the house stands more resembles an alley which was full of all kinds of debris, tin cans, etc. It was stated that when the neighborhood had clean-up campaigns the city could not be persuaded to cart off the trash. Whey they try to bury it the heavy rain storms wash it up again. Willie cooks her own breakfasts and suppers and buys her lunches five days a week from a woman who brings them into the laundry. The lunches are 20 cents apiece.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

HOME VISIT SCHEDULE

Name of worker Hattie Green Address Bettle Street

Firm Piedmont Laundry Occupation Shirt Ironer

Hours: Begin _____ End _____ Saturday _____

Total daily _____ Total weekly _____

Amount of overtime in past month _____

Amount of lost time in past month _____

Reasons for lost time _____

Length of busy season _____ Length of slack season _____

Wages: Amount of last pay envelope _____

Average amount earned in pay period _____

Increases in past year _____

Fines _____ Bonuses _____

Former job: Weekly hours _____ Amount of pay _____

How long held _____ Reason for leaving _____

_____

Personal facts: Age left school _____ Grade completed _____

Reason for leaving school _____

If living at home: Sole support of self (?) So married - & when able to work contributes to household expenses

Assist in support of others (?) _____

If boarding: Amount paid _____

Hattie Green is married. She has worked on piece work as a shirt ironer in the American laundry until a few weeks ago at a weekly rate of $7.00. Her last weekly earnings (45¢ a hundred shirts) was $10.11. She has never earned $12.00 on piece rates in the 2 years she has been at this laundry. Her husband works at another laundry at a rate of $300 a day. Hattie Green has been compelled to give up her work at the laundry recently because of trouble with her foot and ankle caused by having to be on her feet all the time at work & the constant need of using her foot to press the foot lever on the four machines she operates. She says it does not require much strength to press the lever but that the constant movement has ruined her foot & she will never be able to go back into a laundry again. The Greens live on the same dirty alley called a street with other people to whom home visits were made. They pay $7.50 a month rental for two rooms (half of a double house) & 80¢ to the city for water supply. The drainage pipe comes up just outside their house leaving a wet spot in the street & unpleasant odor.

Hattie Green is married. She has worked on piece work as a shirt ironer in the American laundry until a few weeks ago at a weekly rate of $7. Her last weekly earnings was $10.11. She has never earned $12 on piece rates in the 2 years she has been at this laundry. Her husband works at another laundry at a rate of $3 a day. Hattie Green has been compeled to give up her work at the laundry recently because of trouble with her foot and ankle, caused by having to be on her feet all the time at work, and the constant need of using her foot to press the foot level on the four machines she operates. She says it does not require much strength to press the leverbut that the constant movement has ruined her foot and she will never be able to go back into a laundry again. The Green's live on the same dirty alley called a street with other people to whom home visits were made. They pay $7.50 a month rental for two rooms - half a double house - and 80¢ to the city for water supply. The drainage pipe comes up just outside their house leaving a wet spot in the street and an unpleasant odor.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

HOME VISIT SCHEDULE

Name of worker Avie Reynolds Address Battle St.

Firm Tris Laundry Occupation Flat-Ironer-mangle

Hours: Begin _____ End _____ Saturday _____

Total daily _____ Total weekly _____

Amount of overtime in past month _____

Amount of lost time in past month _____

Reasons for lost time _____

Length of busy season _____ Length of slack season _____

Wages: Amount of last pay envelope _____

Average amount earned in pay period _____

Increases in past year _____

Fines _____ Bonuses _____

Former job: Weekly hours _____ Amount of pay _____

How long held _____ Reason for leaving _____

_____

Personal facts: Age left school _____ Grade completed _____

Reason for leaving school _____

If living at home: Sole support of self (?) yes.

Assist in support of others (?) _____

If boarding: Amount paid _____

Avie Reynolds works at the Trio Laundry. She has worked there altogether about 11 years. She started to work there when she was 15 years old at $3.00 a week. She now gets $7.00 straight weekly rate. She says the laundry isn't so bad altho its awfully hot and they don't get enough pay to live on.

Arie Reynolds works at the Trio Laundry. She has worked there altogether about 11 years. She started to work there when she was 15 years old at $3 a week. She now gets $7 straight weekly rate. She says the laundry isn't so bad although it's awfully hot and they don't get enough pay to live on.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

HOME VISIT SCHEDULE

Irena Arnold
Annie Freeman
Name of worker Lizzie Burks Address All live on Battle St.

Firm all work at American Laundry Occupation All hand ironers

Hours: Begin _____ End _____ Saturday _____

Total daily _____ Total weekly _____

Amount of overtime in past month _____

Amount of lost time in past month _____

Reasons for lost time _____

Length of busy season _____ Length of slack season _____

Wages: Amount of last pay envelope _____

Average amount earned in pay period _____

Increases in past year _____

Fines _____ Bonuses _____

Former job: Weekly hours _____ Amount of pay _____

How long held _____ Reason for leaving _____

_____

Personal facts: Age left school _____ Grade completed _____

Reason for leaving school _____

If living at home: Sole support of self (?) All self supporting

Assist in support of others (?) ⊖

If boarding: Amount paid _____

Lizzie Burks has worked at the American Laundry one year. She is a hand ironer & gets $6.00 a week straight pay. She says she is going to stop working there as she can't make a living & has gone into debt for things she has needed.

Annie Freeman had worked at the American Laundry only 1 week at the time of the visit. She is a hand ironer & is earning $6.00 a week straight pay.

Irena Arnold had worked at the American Laundry only 4 weeks at the time of the visit. She is doing hand ironing too - underwear dresses, aprons pants, coats etc. & recieves $6.00 week straight pay.

None of these girls had anything to say except that the work was hard and didn't pay enough to live on.

Lizzie Burke has worked at the American Laundry one year. She is a hand ironer and gets $6 a week straight pay. She says she is going to stop working there, as she can't make a living and has gone into debt for things she has needed.

Annie Freeman had worked at the American Laundry only one week at the time of the visit. She is a hand ironer and is earning $6 a week straight pay.

Irena Arnold had worked at the American Laundry only 4weeks at the time of the visit. She is doing hand ironing too, underwear, dresses, aprons, pants, coats, etc., and receives $6 a week straight pay.

None of these girls had anything to say except that the work was hard and didn't pay enough to live on.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

HOME VISIT SCHEDULE

Name of worker Chaddie Kirtham Address 29 Lowell Alley

Firm Union Box Co Occupation Laborer - stacking boxes

Hours: Begin 7:00 End 5:30 Saturday 7-12

Total daily 10 Total weekly 55

Amount of overtime in past month _____

Amount of lost time in past month _____

Reasons for lost time _____

Length of busy season _____ Length of slack season _____

Wages: Amount of last pay envelope _____

Average amount earned in pay period _____

Increases in past year _____

Fines _____ Bonuses _____

Former job: Weekly hours _____ Amount of pay _____

How long held _____ Reason for leaving _____

_____

Personal facts: Age left school _____ Grade completed _____

Reason for leaving school _____

If living at home: Sole support of self (?) Supports self solely

Assist in support of others (?) Has one child six yrs old

If boarding: Amount paid _____

Chaddie Wertham is a colored girl, 22 yrs old. Although she is married, her husband has deserted her. She supports herself and child lives with her sister and shares her household expenses with her sister. She married when she was 14 yrs old.

Chaddie used to work in a laundry and has also worked out as a cook, etc. but likes her job of stacking wooden boxes in the Union Box Co. better than any other sort of work she has ever done. There are only four or five women in the factory, who are doing work formerly done by men. They began the work during the war when there was a scarcity of men laborers and they have continued because they like the work and because they have made good.

Chaddie wears over-alls at work and prefers them to skirts which might catch in the machinery.

Chaddie Wertham is a colored girl, 22 years old. Although she is married, her husband has deserted her. She supports herself and child, lives with her sister and shares her household expenses with her. She married when she was 14 years old.

Chaddie used to work in a laundry and has also worked out as a cook, etc., but likes her job stacking wooden boxes in the Union Box Company better than any other sort of work she has ever done. There are only four or five women in the factory who are doing work formerly done by men. They began the work during the war when there was a scarcity of men laborers, and they have continued because they like the work and because they have made good.

Chaddie wears overals at work, and prefers them to skirts which might catch in the machinery.

Georgia

Home Visits.

273 Schedules

Georgia-Home Visits.

63-1

(93)

U. S. Department of Labor
WOMEN'S BUREAU
Washington

X

Tilton Co.

HOME VISIT SCHEDULE (Georgia)

Colored girl

Name of worker Annie Bell Johnson Address Savannah

Firm Savannah Hosiery Mill Occupation Spinning

Hours: Regular ✓ Irregular

Overtime no

Lost time 2 wks } 1 wk because of
Reasons Plant closed } measles

Wages: Piece work Time work

Increases in past year

Decreases

Variations in past year

Fines

Bonuses

Former job: Industry Nursing Occupation

Hours 7 a.m. – 6 P.M. Daily Weekly

How long held Earnings when leaving $3.50

Reason for leaving "People were so mean"

Personal facts: Age left school Don't know Grade completed 5th

Reasons for leaving school —

Living at home With mother, brother & sister.

Boarding Amount paid

← mother pays rent for house

Date Apr. 11, 1921 Agent M. Robinson

A young colored girl 15 yrs. old. Liked her job "all right." She was very non-committal. Said her father was dead, but that her mother didn't work out.

The interview took place on the street as the investigator had no names of girls in plant, and just happened to encounter this one.

63-1

Annie Bell Johnson
Savannah Hosiery Mill

A young colored girl 15 years old. Liked her job "all right." She was very non-committal, said her father was dead, but that her mother didn't work out.

The interview took place on the street as the investigator had no names of girls in plant, and just happend to encounter this one.

63-2

(93) Filler

U. S. Department of Labor
WOMEN'S BUREAU
Washington

X

HOME VISIT SCHEDULE (Georgia) Savannah

Name of worker Willie Roberson (Colored girl) Address 7-6th St

Firm Savannah Hosiery Mill Occupation Winding

Hours: Regular ✓ Irregular

Overtime No

Lost time Sometime "Regular at her work"

Reasons Plant closed

Wages: Piece work Time work

Increases in past year None

Decreases None

Variations in past year

Fines N. R.

Bonuses N. R.

Former job: Industry Match Factory Occupation

Hours Daily Weekly

How long held Earnings when leaving

Reason for leaving Plant "shut down."

Personal facts: Age left school ~~Illiterate~~ Grade completed 7th

Reasons for leaving school Family left country & girl had to work

Living at home Yes with father & mother ✓

Boarding Amount paid

✓ Gives all her money to her father.

Date Apr. 11, 1921 Agent M. Robinson

The girl was not at home, but the mother answered the questions. The mother was a very respectable colored woman and said that the family had moved from the country about 5 months ago. Her daughter used to "help on the farm." She is now 18 years old. She has to stand all day at her work and the mother said she often complains of being "awful tired" from standing all day, when she comes home in the evening.

The plant has been closed for 2 weeks. The regular hours used to be from 7-6 with an hour for lunch. The girl came home to lunch. On Saturday from 7-12.

Before plant closed it was running only 5 days a week from 7-5.30, closed on Saturday. The girl has 3 sisters & a brother, who also work. She lived in a pleasant home. The mother said the girl is steady, not "like some of these city girls", and gives her money to her father.

63-2

Willie Roberson,
Savannah Hosiery Mill.

The girl was not at home, but the mother answered the questions. The mother was a very respectable colored woman, said that the family had moved from the country about 5 months ago. Her daughter used to "help on the farm." She is now 18 years old. She has to stand all day at her work, and the mother said she often complains of being "awful tired" from standing all day when she comes home in the evening.

The plant has been closed for 2 weeks. The regular hours used to be from 7 - 6 with an hour for lunch (the girl came home for lunch). On Saturday from 7 - 12.

Before plant closed it was running only 5 days a week from 7 - 5:30 closed on Saturday. The girl has 3 sisters and a brother, who also work. She lived in a pleasant home. The mother said the girl is steady, not like "some of these city girls," and gives her money to her father.

63-3

(93) Wldm

U. S. Department of Labor
WOMEN'S BUREAU
Washington

X

Colored

HOME VISIT SCHEDULE (Georgia) Savannah

Name of worker Bertha Smith Address 4 - 6th St

Firm Savannah Aocery Occupation Doffing

Hours: Regular ✓ Irregular

Overtime None

Lost time Some time because } A part of a day occasionally because of sickness
Reasons plant closed } but never stays away a whole day

Wages: Piece work Time work ✓

Increases in past year In 9 mos. with firm raised from $6 to $7.50 (other side)

Decreases None

Variations in past year

Fines

Bonuses

Former job: Industry House-maid Occupation

Hours 8 a.m. to 3 or 4 P.M. Daily Weekly $5 + meals

How long held 1 mo Earnings when leaving

Reason for leaving Was substituting for a friend, and friend came back to her old place.

Personal facts: Age left school 16 Grade completed 6th

Reasons for leaving school Came on visit to sister & started to work, but expects to go back to school.

Living at home In Savannah with her sister

Boarding No "just stays" Amount paid

Date April 1, 1921 Agent M Polsman

A nice looking, intelligent colored girl of 18. Her parents live somewhere else, & she came to visit sister in Savannah & has stayed on, because she got a place in the mill. Likes the work there better than house-work "because you don't have to be so regular, you have special works to do, and when you get through that you're done." She doffs the spools, weighs them & writes down the weights. Her work is not hard. She sometimes has time to sit down. There are high stools for sitting. She said "the boss doesn't like to sit down very much that is not for more than a little while at a time" She said when asked about toilets, "sometimes some of them don't work."

She lives with a married sister here, whose husband has worked for a steamboat company for 3 years. The sister does washing and the girl has helped her while she has been out of work. Girl said she had just got a new job as a house-maid. Her father & mother both work. The mother has had one place for many years (perhaps 20 or more) and her children were raised in "Mrs. Taylors kitchen" & mother taught them how to do things like cooking & washing.

63-3

Bertha Smith
Savannah Hosiery.

A nice looking, intelligent colored girl of 18. Her parents live somewhere else, and she came to visit sister in Savannah and has stayed on because she got a place in the mill. Likes the work there better than house work "because you don't have to be so regular, you have special work to do, and when you get through that you're done." She doffs the spools, weighs them, and writes down the weights. Her work is not hard. She sometimes has time so sit down. There are high stools for sitting. She said "the boss doesn't like us to sit down very much, that is not for more than a little while at a time," She said when asked about toilets "sometimes some of them don't work."

She lives with a married sister here, whose husband has worked for a steamboat company for 3 years. The sister does washing, and the girl has helped her while she has been out of work. Girl said she had just got a new job as a house-maid. Her father and mother both work. The mother has had one place for many years (perhaps 20 or more) and her children were raised in "Mrs. Taylor's kitchen" and mother taught them how to do things like cooking and washing.

(93) 67-1

U. S. Department of Labor
WOMEN'S BUREAU
Washington

(X)

HOME VISIT SCHEDULE (Georgia)

Name of worker Eurika Cook (colored) Address 710 W Park Ave

Firm Globe Shirt Mfg Occupation power sewing machine operator

Hours: Regular 8.00 to 5.30, 1 hr for lunch Irregular —

Overtime none

Lost time 2½ da. per week for the last 3 or 4 mo.

Reasons dull business

Wages: Piece work ✓ Time work

Increases in past year none

Decreases none

Variations in past year —

Fines none

Bonuses none

Former job: Industry cigar factory Occupation stripping

Hours — Daily 10 Weekly

How long held couple of mo. Earnings when leaving —

Reason for leaving could not stand the dust and smell of the tobacco.

Personal facts: Age left school 16 Grade completed part of 9th

Reasons for leaving school wanted to work.

Living at home yes.

Boarding no Amount paid gives money in to family when she has it to spare.

Date April 15, 1921 Agent Mary H. Varner

Eurika and Mozella Cook are sisters. They stated they always work at the same place. They like the factory better than house work because they have more time for themselves. Eurika said they might make more money at house work, but the factory was more independent.

They had tried the cigar factory but the dust and smell of the tobacco was too much for Eurika and Mozella left because Eurika did.

Their home was very small but was quite clean. They live with their mother.

They stitch collars for shirts. They make from $.90 to $1.25 per day.

67-1

Eurika and Mozella Cook are sisters. They stated they always work at the same place. The like the factory better than house work because they have more time for themselves. Eurika said they might make more money at house work but the factory was more independent.

They had tried the cigar factory but the dust and smell of the tobacco was too much for Eurika and Mozella left because Eurika did.

Their home was very small but was quite clean. They live with their mother.

They stitch collars for shirts. They make from $.90 to $1.25 per day.

(93) 67 — 2

U. S. Department of Labor
WOMEN'S BUREAU
Washington

HOME VISIT SCHEDULE (Georgia)

Name of worker Mozella Cook (Colored) Address 710 W. Park Ave Savannah Ga.

Firm Globe Shirt Mfg. Occupation power sewing machine operator

Hours: Regular 8.00 to 5.30, 1 hr lunch Irregular —

Overtime none

Lost time 2½ days per week for the last 3 or 4 mo.

Reasons dull business

Wages: Piece work ✓ Time work

Increases in past year none

Decreases none

Variations in past year —

Fines none

Bonuses none

Former job: Industry cigar factory Occupation stripper

Hours - Daily 10 Weekly

How long held couple of mo Earnings when leaving —

Reason for leaving left because sister did

Personal facts: Age left school 17 Grade completed part of 9th

Reasons for leaving school wanted to work.

Living at home yes

Boarding no Amount paid gives some money now and then to mother

Date April 15, 1921 Agent Mary H. Turner

Mozella Cook is the sister of Eurika Cook. Their experiences are the same as they always work together. See (Eurika Cook schedule).

67-2

Mozella Cook is the sister of Eurika Cook. Their experiences are the same as they always work together. See Eurika Cook's schedule.

(93) 67-3

U. S. Department of Labor
WOMEN'S BUREAU
Washington

(X)

HOME VISIT SCHEDULE (Georgia)

Savannah Ga.

Name of worker Minnie Collier (Colored) Address 662 E Anderson St.

Firm Globe Shirt Mfg Occupation button-hole machine operator

Hours: Regular 8.00 to 5.30, 1 hr lunch Irregular —

Overtime none

Lost time 2½ da per week for last 3 or 4 mo.

Reasons dull business

Wages: Piece work ✓ Time work

Increases in past year none

Decreases none in pay except by loss of time

Variations in past year —

Fines — none

Bonuses — none

Former job: Industry no other job Occupation —

Hours — Daily — Weekly —

How long held — Earnings when leaving

Reason for leaving —

Personal facts: Age left school 16 Grade completed 8th

Reasons for leaving school had finished grammar school wanted to earn some money

Living at home yes.

Boarding no. Amount paid a little now and then

Date April 15, 1921 Agent Mary H. Turner

Minnie was interviewed at her friend Arabella Walter's house. She has been with the Globe about 3 mo. Before working here she worked at home dressmaking. She likes sewing but does not care for the button hole machine which she is running at present. It gets out of fix so much and she cant fix it and that makes her nervous, and she cries. She only makes about 90 a day some times. Some times she can make 1.00 per day.

When the factory was running full time they used to have a book in which the number of tickets for their finished work was recorded, but since they are only working 3 days per week they do not have the books, and so they never know how much they are going to recieve. She is paid by the hundred for button holes but did not know how much they were supposed to recieve for a hundred. She said they were not told how much per hundred they recieved.

67-3

Minnie was interviewed at her frined Arabella White's house. She has been with the Globe about 3 months. Before working here she worked at home dressmaking. She likes sewing but does not care for the button hole machine which she is running at present. It gets out of fix so much and she can't fix it and that makes her nervous, and she cries. She only makes about $.90 a day sometimes. Some times she can make $1.00 per day.

When the factory was running full time they used to have a book in which the number of tickets for their finished work was recorded, but since they are only working 3 days per week they do not have the book, and so they never know how much they are going to receive. She is paid by the hundred for button holes but did not know how much they were supposed to receive for a hundred. She said they were not told how much per hundred they received.

(93) 67-4

U. S. Department of Labor
WOMEN'S BUREAU
Washington

HOME VISIT SCHEDULE (Georgia)

(Colored)

Name of worker Arabella White Address 612 E. Anderson St. Savannah

Firm Globe Shirt Mfg Occupation power sewing machine operator

Hours: Regular 8 to 5.30. 1 hr lunch Irregular

Overtime none

Lost time 2 ½ da per week last 3 or 4 mo

Reasons dull business

Wages: Piece work ✓ Time work

Increases in past year none

Decreases none in pay except by loss of time

Variations in past year —

Fines none

Bonuses none

Former job: Industry woolen mills Occupation —

Hours Daily 11 Weekly 60

How long held about two mo. Earnings when leaving —

Reason for leaving too dirty and close, hrs too long

Personal facts: Age left school 14 Grade completed 6th.

Reasons for leaving school didn't like it

Living at home keeps house with husband

Boarding Amount paid

Date April 15, 1921 Agent Mary H. Turner

Arabella is a nice looking colored woman of 25. She is married and keeps house with her husband their little home was neat and clean and the girl was very clean and neat her self. She stated that she had been with the Globe since last fall and liked it because it was cleaner than most places, where she might work and because she liked sewing. When her mother and that she did not care for books, and did not want to go to school, she had Arabella take a course in sewing and because of that she easily secured a place in the shirt factory.

Arabella sews yokes on the shirts, and some times faces the cuffs on. For the yokes she recieves .03 per dozen, and for the cuff facing .05 per dozen. Sometimes she makes $1.25 per day, but mostly about $1.00 per day.

67-4

Arabella is a nice looking colored woman of 25. She is married and keeps house with her husband. Their little home was neat and clean and the girl was very clean and neat herself. She stated that she had been with the Gaube since last fall and liked it because it was cleaner than most places, where she might work and because she liked sewing. When her mother found that she did not care for books, and did not want to go to school, she had Arabella take a course in sewing and because of that she easily secured a place in the shirt factory.

Arabella sews yokes on shirts, and sometimes faces the cuffs on. For the yokes she received $.03 per dozen, and for the cuff facing $.05 per dozen. Sometimes she makes $1.25 per day, but mostly about $1 per day.

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U. S. Department of Labor
WOMEN'S BUREAU
Washington

HOME VISIT SCHEDULE

Augusta.

Name of worker Colored girl. Address - - -

Firm Van Kamp. Dry goods. Occupation Wrapper in ready-to-wear 6 mos.

Hours: Regular Yes. 8-6 1 hr. lunch. Irregular

Overtime No.

Lost time None.

Reasons

Wages: Piece work Time work ✓

Increases in past year No.

Decreases No.

Variations in past year

Fines None.

Bonuses None.

Former job: Industry None. Occupation

Hours Daily Weekly

How long held Earnings when leaving

Reason for leaving

Personal facts: Age left school 15 Grade completed 6th grade.

Reasons for leaving school ill-health.

Living at home Yes.

Boarding Amount paid No.

Date March 1, 1921. Agent M. Robinson

Helps to support mother and 5 other children. Mother invalid. Brother is a porter. She, her brother, only two in family, who are working. She receives $6 a week, doesn't know brother's wages. Her mother owns the house they live in. Girl is 20 years old; born in Georgia. She uses same toilet, etc. as white women in the store. She is an exceptionally refinsed colored girl and is given special priveleges by the firm for which she works as her father used to work there for years.

X-4

U.S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
WASHINGTON

Plant closed at time of investigation.

HOME VISIT SCHEDULE (Georgia)

Name of worker: Colored woman. Address: ----

Firm: Southern Pressed Cloth Co. Occupation: Gin-hand

Hours: Regular 7 a.m.-5:30p.m. ½ hr. for lunch. Irregular Sat. 7-12.

Overtime None.

Lost time All time since Xmas.

Reasons Plant "shut down."

Wages: Piece work Time work ✓

Increases in past year From $7 to $8.60

Decreases Cut in time; plant was operating only 5 days before it closed.

Variations in past year

Fines If they are late more than 2 minutes lose pay for whole day.

Bonuses $2 a week for perfect attendence, but lose whole bonus if they are away for any time or are late.

Former job: Industry Washing at home Occupation

Hours Daily Weekly

Howlong held Earnings when leaving

Reason for leaving

Personal facts: Age left school Didn't know. Grade completed Very little school and "not much learning."

Living at home Lives alone and keeps house.

Boarding--- Amount paid----
Rent $10 per mo., increased from $8 in June.

Date March 2, 1921. Agent M. Robinson

She had worked in plant for 1 year and 2 months and lost only one day during the whole time and she stayed away then because she was late and would have lost her pay anyway. She said"I was scared to lose a day, 'cause I lose too much money." She received $1 a day and $2 for bonus, and lost $3 if she stayed home a day.

She said that the time clock punched blue when the worker was on time, and red whenshe was late. She said "I'd get up before day-break 'fore I'd punch red."

The clock punches "red" two minutes after starting time. The second time a worker "punches red" she loses the whole day's pay. She said she worked at a gin that has sharpp teeth that will cut off a worker's hands unless she is careful, or will catch her clothes.

She said that workers had no warning that plant was going to close until the day it shut down.

She was very suspicious and was willing to talk with investigator only after much persuasion. She refused to tell her name.

(93) Q5

X-5

U. S. Department of Labor
WOMEN'S BUREAU
Washington

HOME VISIT SCHEDULE

Name of worker Colored girl. Address Augusta.

Firm Empire Laundry. (Plant not included in survey.) Occupation Operates cuff machine.

Hours: Regular 8 a.m.-5 p.m. ½ hr. for lunch. Irregular Sometimes left early at 4:30. Sat. & Mon. at 3 sometimes.

Overtime Very seldom; sometimes until 5:30.

Lost time 1 day in 8 months and whole of last month. (At time of visit she had not worked in plant for 1 month because of sickness.)

Reasons Sickness.

Wages: Piece work Time work ✓

Increases in past year -----

Decreases One cut from $7 to $6.

Variations in past year

Fines None.

Bonuses None. Xmas the only holiday given. Workers paid for this.

Former job: Industry Southern Pressed Cloth. Occupation

Hours 7-5:30; ½ hr. lunch Daily 10 Weekly 55

How long held 8 months. Earnings when leaving $8.60

Reason for leaving Had "a squabble" with manager. She had a new coat and somebody out of spite had cut a hole in it.

Personal facts: Age left school 10 yr. Grade completed Didn't get out of primer.

Reasons for leaving school To go to work. Was a nurse at first.

Living at home Married. Has husband and three children.

Boarding Husband works. Amount paid

Date March 2, Agent M. Robinson.

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X-5

She said that she operated 4 machines with foot-press, and that "the operation "hurt her in the stomach." She said also that she mashed her finger-nails and burnt herself often. Workers could sit if they had no work, but there are no chairs; they had to sit on tables.

She said that she had left her new coat in the locker at the Southern Pressed Cloth Co., but that there was no key to the locker and somebody had cut her new coat. She got into a disagreement with manager and was "fired" probably.

She was very suspicions and only after much persuasion consented to see and talk to the investigator but she refused to give her name.

Maryland (Baltimore)

Restaurants

17 Schedules

Maryland (Baltimore) - Restaurants

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U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND
HOTEL AND RESTAURANT SCHEDULE
(Firm)

1. FIRM NAME Bernheimer Bros. Dept. Store. ADDRESS Baltimore

2. TYPE of restaurant Public restaurant Person interviewed Mr. Young,
Ave. 350 served daily Position Manager

3. OCCUPATIONS — 4. NUMBER EMPLOYED

	Men			Women			Boys			Girls			Total		
	W	C	F	W	C	F	W	C	F	W	C	F	W	C	F
Cashier.				1									1		
Waitresses.				4									4		
Cooks.		1												1	
Kitchen girls.					2									2	
Kitchen man.		1												1	
9--Total		2		5	2								5	4	

9

5. HOURS open for Business
Daily 9-5:30- 8½ hrs Sunday closed Extra none

6. BASIS OF PAY
Hourly Weekly $8 2 meals Extra

7. MEALS furnished 2 daily Food Restrictions same as customers-
Money allowance for meals Av. Value of meals 45¢

8. LODGING FURNISHED
No-

9. UNIFORMS FURNISHED (white aprons and waists worn) Laundered
No- No.

10. DEDUCTIONS Tips
None Not customary

11. LABOR TURNOVER
No figures.

Date May 26, 1921. Agent M.R.L.

(118)

Restaurant

9. General Description of Building.
(a) Location- in downtown Dept. store-Fayette St. Bldg.-on 1st floor balcony.
(b) Type of Building-1907- 7 stories high-brick.
(c) Approach to Workroom- double elevator service to 5th floor "Time Room" and locker room. Have to walk up if arrive after 9 A.M. Stairways have light and are safe. 2 hall stairways in Fayette Bldg.-steel and concrete-on each side (middle)
(d) Fire Protection- No outside fire escapes-2 inside steel and concrete stairways with fire doors take their place. Front entrance and alley doors, at rear, swing both ways-no signs or obstructions. Sprinklers in all parts of store and restaurant and kitchen. Fire hose and Badger extinguishers on each floor. 2 double elevators near stairways also.
10. Workroom Conditions.
(a) General Description of Use of Floors-
First floor of store in Fayette Bldg. is used for retailing men's and boys' hats, underwear, collars and ties, cigars, umbrellas, sweaters and bathing suits- (Restaurant patrons are chiefly women) (For other floors, see store schedule.)
(b) General Impression of Workroom-
Public lunchroom has clean hardwood floors, stained or varnished dark, clean white plaster walls and ceilings. Height of ceiling about 12 feet. 24 tables on each side of ascending stairway from first floor and 4 seats at each, or about 200 seats-spacious balcony.
Public kitchen has clean hardwood floors, and clean buff tinted walls and ceilings (except a little bit smoked near the ranges- In repair-ceiling about 9 ft. high. rather crowded but well arranged for quick service.
(c) Cleaning- cleaning of lunchroom is done by night porters, swept every night.- Kitchen helpers, 2 colored girls, sweep kitchen daily and 1 colored kitchen man scrubs weekly.
(d) Heating- steam heat in lunchroom and kitchen-Probably adequate and even.
(e) Lighting- Lunchroom 10 windows are casement style all along the rear of balcony,-(rear alley outside) rather airy and pleasantly cool, as well as naturally light, but 3 indirect lights also burn all day, to supplement-Tables ranged along the wall windows and another row along balcony balustrade.
Kitchen lighting-6 casement windows and one sliding door opening on a side alley. Several electric lights with clear, unshaded bulbs burn all day-work equipment is not arranged in accordance with natural light.
(f) Ventilation-No artificial ventilation in lunchroom-Good current of air streams from front store entrance through to rear alley doors just under the balcony where restaurant is.
(g) Special Ventilation Problem- Kitchen ventilation is worst feature in the whole store. Blower-box system doesn't work-firm has had an expert examine the structure of the walls and plan for a special ventilating pipe via 2nd story. Kitchen gets steamy hot, with steam table and dish washing machine and 2 gas ranges, although the latter have a hood connecting with the blower box-One small electric paddle fan blows air toward casement windows and kitchen door. Low ceiling aggravates heat and humidity.

Restaurant.

11. Occupations.
(a) Side work consists only of setting up tables, with covers-and folding paper napkins. 350 is average number served daily-tables are set from 9-9:30 mornings while breakfast is being prepared in the kitchen.
(b) Strains- No tray service. Dining room perhaps 60 feet long with single door into kitchen.
(c) Strains from sitting and standing- There were 4 kitchen chairs and oilcloth-covered table in the kitchen for the colored workers-white waitresses eat in public lunchroom and may sit when not busy. Busy time is from 11 until 2.
(d) Hazards- Equipped with modern furniture- Bread machine with hand guard-etc.

12. Sanitation-
(a) Drinking Facilities- Usual drinking facilities at 2 kitchen sinks. Public and waitresses get drinking water from 2 cooler tanks in the lunchroom, and individual tumblers. (Drinking facilities on the 5th floor probably not used)
(b) Washing Facilities- Usual washing facilities in kitchen-hand towels for men and for women daily supplied by firm-not individual. On 5th floor kitchen folks use the toilet and washing facilities provided for colored people-2 white bowls, hot and cold water, individual paper towels, adjoining the toilet. Waitresses have easy access to one kitchen sink and use paper napkins to dry hands if necessary. They also use 5th floor accommodations of same type as colored. No special verbal or written instructions.
(c) Toilets- ----------Employees' welfare rooms are on 5th floor, -toilet locker room, lunchroom-used by kitchen workers and waitresses-Freight elevator opens into kitchen and makes it possible to go to 5th floor without going through store part. White women's toilet has 2 seats, clean, swept, partitioned with doors-hand flush, in repair, toilet paper. Electric light- large-windows ventilation. Toilet entirely enclosed with entrance door, designated-cement floor. No printed instructions. Washing facilities outside. Colored workers' toilet- the same equipment as for white except that enclosing partition is open overhead into colored lunchroom and this in turn into white lunchroom.

13. Service and Welfare Facilities-
(a) Lunchroom- Waitresses- eat in public restaurant and kitchen workers eat in kitchen. (See 10b.) Kitchen people eat at kitchen table (See 11c and 10b).
(b) Restroom-No restroom.
(c) Cloakroom and Locker Facilities- All employees in the entire store have lockers on the 5th floor next the Time Room where they punch the clock- lockers are made of wire net and steel frames-have locks and keys.
(d) Health Service- The store has a Public Restroom on the 3rd floor within which is a simple "employees" medical room partitioned off. 2 cots and 1 1st aid supplies are here- a "high class" colored woman has charge, she wears blue chambray dress and white apron. 2 doctors are near, if called. No records. no accidents.

13. Service and Welfare Facilities, d(con.)

Application blanks for waitresses and kitchen help make it possible to select workers with references, and in good health- no medical examination or health records.

(e) Other Welfare Work- Store has a Mutual Aid Ass'n providing sick benefit, free doctor service, charitable help and death benefit. Compensation Insurance in Travellers' Ins. Co.

14. Employment Management.

(a) (b) Hiring and Firing- Restaurant Manager.
(c) Transferring-None.
(d) Records- None except application blanks. (See 13d.)
(e) Labor turnover-No figures.
(f) Training- Does not take inexperienced - or if he once used to, he personally instructed. No headwaitresses.

15. Home work- None.

16. None.

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U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND RESTAURANT SCHEDULE
Hours

Establishment Bernheimer Bros. Dept Store. Public Restaurant

Worker 1 colored kitchen helper Race Colored Occupation Kitchen helper

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS furnished On duty	MEALS furnished Off* duty	TOTAL HOURS
Sunday									Closed																			
Monday										*	~	~	~	~	~	*	~	>									2	7½
Tuesday										*	~	~	~	~	~	*	~	>									2	7½
Wednesday										*	~	~	~	~	~	*	~	>									2	7½
Thursday										*	~	~	~	~	~	*	~	>									2	7½
Friday										*	~	~	~	~	~	*	~	>									2	7½
Saturday										*	~	~	~	~	~	*	~	>									2	7½

* Breakfast 9:30-10:00
* Lunch 3:00-3:30

9 — 5:30

Total Weekly 45

Worker 1 colored kitchen helper Race Colored Occupation Kitchen helper

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS furnished On duty	MEALS furnished Off duty	TOTAL HOURS
Sunday											Closed																	
Monday											*	~	~	~	*	~	~	>									2	7½
Tuesday											*	~	~	~	*	~	~	>									2	7½
Wednesday											*	~	~	~	*	~	~	>									2	7½
Thursday											*	~	~	~	*	~	~	>									2	7½
Friday											*	~	~	~	*	~	~	>									2	7½
Saturday											*	~	~	~	*	~	~	>									2	7½

* Breakfast. 9:30-10:00
* Lunch. 2:-2:30

9 — 5:30

Total Weekly 45

Worker _____ Race _____ Occupation _____

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																												
Monday																												
Tuesday																												
Wednesday																												
Thursday																												
Friday																												
Saturday																												

Total Weekly _____

Date _____ Agent _____

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U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND RESTAURANT SCHEDULE
Hours

Establishment Bernheimer Bros. Dept Store - Public Restaurant

Worker ~~1 white waitresses~~ 1 white cashier Race white Occupation ~~waitresses~~ cashier

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS furnished On duty	MEALS furnished Off* duty	TOTAL HOURS
Sunday									Closed																			
Monday										*	—	—	—	—	—	—	*	→									2	7½
Tuesday										*	—	—	—	—	—	—	*	→									2	7½
Wednesday										*	—	—	—	—	—	—	*	→									2	7½
Thursday										*	—	—	—	—	—	—	*	→									2	7½
Friday										*	—	—	—	—	—	—	*	→									2	7½
Saturday										*	—	—	—	—	—	—	*	→									2	7½

*Breakfast 9:30-10:00
*Lunch 3:00-3:30

9 - 5:30

Total Weekly 45

Worker 2 white ~~waitresses~~ Race white Occupation waitress

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS furnished On duty	MEALS furnished Off* duty	TOTAL HOURS
Sunday									Closed																			
Monday										*	—	—	—	—	*	—	—	→									2	7½
Tuesday										*	—	—	—	—	*	—	—	→									2	7½
Wednesday										*	—	—	—	—	*	—	—	→									2	7½
Thursday										*	—	—	—	—	*	—	—	→									2	7½
Friday										*	—	—	—	—	*	—	—	→									2	7½
Saturday										*	—	—	—	—	*	—	—	→									2	7½

* Breakfast 9:30-10:00
* Lunch. 2:00-2:30

9 - 5:30

Total Weekly 45.

Worker 2 white part time waitress Race white Occupation waitress

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS furnished On duty	MEALS furnished Off* duty	TOTAL HOURS
Sunday									Closed																			
Monday											*	—	—	—	—	*	→										2	5
Tuesday											*	—	—	—	—	*	→										2	5
Wednesday											*	—	—	—	—	*	→										2	5
Thursday											*	—	—	—	—	*	→										2	5
Friday											*	—	—	—	—	*	→										2	5
Saturday											*	—	—	—	—	*	→										2	5

* Breakfast 10-10:30
* Lunch. 3:30-4

10 - 4

Total Weekly 30

Date _____ Agent _____

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U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND
HOTEL AND RESTAURANT SCHEDULE
(Firm)

1. FIRM NAME Bernheimer Bros. Dept.Store. ADDRESS Baltimore.

2. TYPE of restaurant Soda-lunch. Av. 1100 served daily. Person interviewed Mr. Y. Position Manager.

3. OCCUPATIONS — 4. NUMBER EMPLOYED

OCCUPATIONS	Men W	Men C	Men F	Women W	Women C	Women F	Boys W	Boys C	Boys F	Girls W	Girls C	Girls F	Total W	Total C	Total F
Dispensers.				3											
Cashiers.				2											
5--Total.				5											

5. HOURS open for Business
Daily 9-5:30 Sunday closed Extra

6. BASIS OF PAY
Hourly Weekly $8-no meals Extra

7. MEALS furnished Food Restrictions
Money allowance for meals Value of meals

8. LODGING FURNISHED

9. UNIFORMS FURNISHED No caps and aprons worn. Laundered No

10. DEDUCTIONS None Tips No.

11. LABOR TURNOVER No figures.

Date May 26, 1921 Agent M. R. L.

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C

9. General Description of Building.

(a) Location- downtown department store. Near a basement passageway under an alley, between 2 buildings, owned or occupied by the firm; between Fayette and Lexington Sts., at the rear of a basement grocery section.

(b) Type of Building- Buildings erected in the 80's and in 1907, connected all floors, except ground level, by passageway- On ground level is an alley, separating the two buildings-but doorways are opposite each other, so that customers pass from one store to the other readily.

Front building (Fayette) is 3 stories high,-high ceilings.
Rear building, (Lexington) is 7 stories high-high ceilings,
Both buildings brick.

(c) Approach to Workrooms- approached via basement floor in each building. Double elevator service to 5th floor time room and locker room-adequate at 8:30-9.

(d) Fire Protection- No local fire protection but adequate provisions all through the store, by means of fire extinguishers, hose and concrete-steel stairways, elevators, etc.

10. Workroom Conditions-

(a) General Description of Use of Floors- Basement departments are Kitchenware and baskets in one building; groceries, meats, coffee and tea, and a bakery in the lunch-counter building.

(b) General Impression of Workrooms- attractive and clean departments are surroundings and ventilation satisfactory. Floors clean, walls and ceilings white-rather low ceiling for the passageway-not crowded-quick service.

(c) Cleaning-All cleaning of floors, etc. in building done by night porters- hardwood floors-workers clean up counter and shelves.

(d) Heating-No local heating-but adequate from rest of store.

(e) Lighting- No natural light or windows-electric bulbs unshaded overhead.

Soda counter prolonged on one side of passageway. Across the aisle is a bread and cake counter, attended by the soda- check girls also stationed at two desks.

(f) Ventilation- Small elec. paddle fan- artificial systems in two adjoining basements.

(g) Special Ventilation Problem- No local problem.

11. Occupations.

(a) No glasses to be washed as paper cups are used-Sandwiches are made in the restaurant kitchen-Bakery goods are purchased across the aisle. No sidework apparently. See 10-c. Girls stand on wooden platforms.

(b) Strains-no strain-about 1100 customers served daily-at the counter seats, numbering 35.

(c) Strains from sitting and standing- Kitchen in which sandwiches are prepared is connected with the public restaurant. 4 seats there at the kitchen table-regular kitchen chairs. Lunch counter has 1 stool for girls inside the counter, and soda-check cashiers have stools also.

(d) Hazards- Complete, modern equipment of simple pattern.

Soda Lunch

. Sanitation.

(a) Drinking Facilities-At the fountain-individual paper cups for public and workers. Also a public station, wall-faucet with marble drain and paper cup rack.

(b) Washing Facilities- Hot and cold water for silverware washing and girls use if need be, also paper napkins. Regular facilities on 5th floor of store, -2 white bowls, hot and cold water and individual paper towels, adjoining the toilet.

(c) Toilets- Toilet on 5th floor. 2 seats, clean, swept, partitioned with doors-hand flush in repair, toilet paper. Electric light large-window ventilation-Toilet entirely enclosed, entrance door, designated, cement floor, no printed instructions-washing facilities just outside.

(d) Uniforms- caps and aprons worn-not provided nor laundered.

13. Service and Welfare Facilities.

(a) Lunchroom- Girls may eat at the lunch counter, in the public store-restaurant or in employees' lunchroom, and get 10% discount on public rates. Probably eat at the employees' lunchroom on 5th floor. no food is served here but there are a colored man and woman for kitchen help, who prepare coffee and wash up the dishes and clean the room. Seats for 68 people at oilcloth covered tables. Girls can cook on a two-plate gas stove especially for their use. Room has 6 large windows, electric lights and is partitioned off from locker room by a high burlap screening. Here other employees of the store eat in six shifts of a half hour each-from 11 to 2. Bakery, grocery meat and candy counters are near soda-lunch counter for purchases or girls may bring lunch from home.

(b) Restroom-No restroom specially for employees. Public restroom on 3rd floor-(See 13 d.)

(c) Cloakroom and Locker Facilities- All employees of entire store have locker facilities on the 5th floor next the "Time Room" where they punch the time-clock. Lockers are made of steel wire and frames and have locks and keys.

(d) Health Service-

1. Medical Examination-no medical examination-application blanks make it possible to select workers in good health and with references-

2. Records-No health records.

3. First Aid Equipment- "Employees" Medical Room" partitioned off from public restroom on 3rd floor,-with 2 cots, and 1st aid supplies-a "high class colored woman" has had charge for years-wears uniform of blue chambray and nurse's white apron. No records kept, but supplies replenished. 2 store doctors are near and on call. No accidents at lunch counter.

(e) Other Welfare Work- Store has Mutual Aid Assn' and compensation insurance in Travellers' Ins. Co.

14. Employment Management.

a,b. Hiring and Firing.- Public Restaurant Manager.

c. Transferring-None.

d. Records-no records.

e. Labor turnover-no figures.

f. Training-does not take inexperienced girls.

15. Home work-None.

16. None.

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U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND RESTAURANT SCHEDULE
Hours

Establishment Bernheimer Bros. Dept Store. Soda Lunch.

Worker 1 woman Race white Occupation cashier

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off* duty	TOTAL HOURS
Sunday										Closed																		
Monday												X															1 hr	7½
Tuesday												X															"	"
Wednesday												X															"	"
Thursday												X															"	"
Friday												X															"	"
Saturday												X															"	"

Lunch 11-12 9-5:30

Total Weekly 45

Worker 1 woman Race white Occupation cashier.

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off* duty	TOTAL HOURS
Sunday										Closed																		
Monday																X											1 hr	7½
Tuesday																X											"	"
Wednesday																X											"	"
Thursday																X											"	"
Friday																X											"	"
Saturday																X											"	"

Lunch 2:30-3:30 9-5:30

Total Weekly 45

Worker _____ Race _____ Occupation _____

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																												
Monday																												
Tuesday																												
Wednesday																												
Thursday																												
Friday																												
Saturday																												

Total Weekly _____

Date _____ Agent _____
(117)

95

U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND RESTAURANT SCHEDULE
Hours

Establishment Bernheimer Bros., Dept Store Soda Lunch.

Worker 1 counter waitress or "dispenser" Race white Occupation waitress

HOURS (M 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 M)

		MEALS not furnished: On duty	Off* duty	TOTAL HOURS
Sunday	Closed			
Monday	9–5:30		1 hr	7½
Tuesday			"	"
Wednesday			"	"
Thursday			"	"
Friday			"	"
Saturday			"	"

*Lunch hour 11–12 daily
Rotation period 1 week.

Total Weekly 45

Worker 1 waitress or "dispenser" Race white Occupation waitress

HOURS (M 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 M)

		MEALS not furnished: On duty	Off* duty	TOTAL HOURS
Sunday	Closed			
Monday	9–5:30		1 hr	7½
Tuesday			"	"
Wednesday			"	"
Thursday			"	"
Friday			"	"
Saturday			"	"

*Lunch hour 1:30–2:30
Rotation period 1 week

Total Weekly 45

Worker 1 waitress or "dispenser" Race white Occupation waitress

HOURS (M 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 M)

		MEALS not furnished: On duty	Off* duty	TOTAL HOURS
Sunday	Closed			
Monday	9–5:30		1 hr	7½
Tuesday			"	7½
Wednesday			"	7½
Thursday			"	7½
Friday			"	7½
Saturday			"	7½

*Lunch hour 2:30–3:30
Rotation period 1 week.

Total Weekly 45.

Date May 26, 1921
(117)

Agent M. R. L.

Restaurant schedule - Bulletin 24 #133

F. 96

U. S. Department of Labor
WOMEN'S BUREAU

Duplicate

Childs

MARYLAND
HOTEL AND RESTAURANT SCHEDULE
(Firm)

1. FIRM NAME Dash Restaurant ADDRESS 122 Dash street

2. TYPE of restaurant Restaurant and self service Person interviewed Mr. C.
Position Mgr.

3. OCCUPATIONS — 4. NUMBER EMPLOYED

	Men			Women			Boys			Girls			Total		
	W	C	F	W	C	F	W	C	F	W	C	F	W	C	F
Store room	4			2									6		
Cooks	4												4		
Counter men	4			2									6		
Baking	3			2									5		
Dish washing	3												3		
Pot washing	1												1		
Bus boys	6												6		
Handy man	1												1		
Laundry				1									1		
Pantry girl				2									2		
Cleaners				2									2		
Waitresses				42									42		
Total	26			53									79		

5. HOURS open for Business Self service 11:30 to 2:30 Schedule for women not seen.
Daily All time Sunday All but self service Extra None

6. BASIS OF PAY
Hourly Yes Weekly Extra

7. MEALS furnished Yes Food Restrictions No luxuries
Money allowance for meals No Value of meals About 24¢

8. LODGING FURNISHED No.

9. UNIFORMS FURNISHED girls buy at wholesale from Co. Laundered By employees

10. DEDUCTIONS None Tips Yes

11. LABOR TURNOVER Very slight - one a month

Date May 24, 1921. Agent X.Y.Z.

(118)

Restaurants

Memorandum

9. a. In the heart of the retail district.

b. Five story white brick building with the first story of white tile.

c. Approach- Two entrances to the restaurant from the outside and one for the floors above. Two stairways from the restaurant to the floors above used by the firm. Both wooden, enclosed, with hand rails, outside light and ventilation. Not narrow or steep, clean.

d. One fire escape on the building but used by the Business College renting the greater part of the floors above the first. Exits, etc. not inspected. No automatic sprinkler. Chemical extinguishers. Outside door revolving, other opening out. No exit signs.

10. a. Basement-Self service dept., baking dept.
First floor- Restaurant, dish washing pantry and kitchen.
Second floor-Offices, dressing room women's.
Third floor-Laundry and men's dressing room.
Fourth and fifth floors- Ware rooms.

b. Workrooms, kitchens and restaurant very clean, well ventilated and light. Floors of retaurant and kitchen tile mosaic, very clean. Wooden floors in laundry except under tubs and other parts of floors used as offices, dressing rooms and store rooms. Walls in restaurant and kitchen partly tile and light painted plaster, unusually clean in the kitchen. No crowded aisles. Arrangement of work very good. Ceilings about 20 feet tile in restaurant and plastered in kitchen.

c. Two women clean the toilets, dressing rooms, stairs, etc. daily. The 6 buss boys mop the floors and do the heavy cleaning daily. The girls wash the restaurant tables and the cooks keep the kitchen tables clean. Every part of the walls and ceilings is washed off once a week.

d. Steam radiators around the rooms-even and adequate.

e. Kitchen light from one side-artificial light needed and furnished by means of drop lights, electric. Restaurant has sufficient natural light, very good.

f. Ample provision for ventilation by means of transoms above doors and windows in restaurant and basement. Electric fans all over, and 5 foot exhaust fan to cause the air to circulate in the restaurants.

g. Kitchen has huge hoods over stoves and exhaust fans - unusually good ventilation. Windows to the outside and elevator shaft also help.

11. a. See face sheet.
Side work of waitresses consists in keeping tables clean, filling and cleaning sugar bowls and salt and pepper cellars.

b. Girls carry small trays which they hold on their arms. Each girl has 8 chairs at busy times and more in slack times.

c. No women working in kitchen- no seats. No seats in pantry where a few women work.

Restaurants

d. Dish washing machines operated by men- women clean the silver, in the dish washing pantries. Kitchen equipment modern.

12. a. Drinking water same as for patrons.
b. White enameled wash basins, one in basement employees' toilet, two in public toilet in basement, also used by employees, and one in toilet room off women's dressing room on the second floor. Bath tub in basement, toilet for employees.
1. Hot and cold running water in all basins.
2. Liquid soap.
3. Paper towels.

c. 1. One seat in toilet for employees only in basement, two seats for toilet for public and one seat in employees' toilet on the second floor near the dressing room. Basement toilets properly screened, lighted with electric lights, no outside light or ventilation, but well ventilated by means of vents, clean, toilet paper provided and sign on the outside of the door. Toilet on the second floor, no outside light or ventilation, good air through vents, toilet paper, sign on outside of door.
2. Instructions in employees toilet for washing hands before returning to work.
3. Two seats for employees only (for 55 women, or 1 seat for 27 women).

d. See face sheet.

13. a. A number of tables are reserved in one corner of the dining room where all the employees eat at different times. A screen shuts this part off from the rest of the restaurant.

b. None, but a couch is furnished in the dressing room.

c. The dressing room contains steel lockers, ventilated. The room was light and airy with a partition extending only part way to the ceiling, and had chairs, benches and a mirror.

d. 1. A medical examination is required at least once a year by the "Coroner" Mr. C. stated.
2. The certificates issued by the "coroner" are kept on file in the office.
3. First aid equipment is kept on hand in charge of the head waitress.
The liability insurance is taken out by the New York office - Mr. C, could give no further information about it.

e. None.

14. a.b.c. Mr. C., the manager, does the hiring, firing and transferring.

d. Records are kept.
e. See face sheet item 8.
f. Each new girl is given two weeks' instruction by the head waitress and put with older girls who can help her.

15. Nothing to report.

9. a. In the heart of the retail district.

b. Five story white brick building with the first story of white tile.

c. Approach- Two entrances to the restaurant from the outside and one for the floors above. Two stairways from the restaurant to the floors above used by the firm. Both wooden, enclosed, with hand rails, outside light and ventilation.

d. One fire escape on the building but used by the Business College renting the greater part of the floors above the first. Exits, etc. not inspected. No automatic sprinkler. Chemical extinguishers. Outside door revolving, other opening out.

10. a. Basement- Self-service dept., baking dept.
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d. Steam radiators around the rooms- even and adequate.

e. Kitchen light from one side- artificial light needed and furnished by means of drop lights, electric. Restaurant has sufficient natural light, very good.

f. Ample provision for ventilation by means of transoms above doors and windows in restaurant and basement. Electric fans all over, and 5 foot exhaust fan to cause the air to circulate in the restaurants.

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Side work of waitresses consists in keeping tables clean, filling and cleaning sugar bowls and salt and pepper cellars.

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c. No women working in kitchen- no seats. No seats in pantry where a few women work.

d. Dish washing machines operated by men- women clean the silver, in the dish washing panyries. Kitchen equipment modern.

Memorandum

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1. Hot and cold running water in all basins.
2. Liquid soap
3. Paper towels.

c. 1. One seat in toilet for employees only in basement, two seats for toilet for public and one seat in employees' toilet on the second floor near the dressing room. Basement toilets properly screened, lighted with electric lights , no outside light or ventilation, but well ventilated by means of vents, clean, toilet paper provided and sign on the outside of the door. Toilet on the second floor for employees not screened from the wash basin electric light, no outside light or ventilation, good air through vents, tpilet paper, sign on outside of door.
2. Instructions in employees toilet for washing hands before returning to work.
3. Two seats for employees only for 53 women or 1 seat for 27 women.

d. See face sheet.

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3. First aid equipment is kept on hand in charge of the head waitress.
The liability insurance is taken out by the New York office- Mr. C, could give no further information about it.

e. None.

14. a.b.c. Mr. C. , the manager, does the hiring, firing and transferring.

d. Records are kept .
e. See face sheet item 8.
f. Each new girl is given two weeks' instruction by the head waitress and put with older girls who can help her.

15. Nothing to report.

F. 96

U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND
HOTEL AND RESTAURANT SCHEDULE
(Firm)

Baltimore

1. FIRM NAME Chancery Inn

ADDRESS Calvert Bldg. Fayette St.

2. TYPE of restaurant Lunch Room

Person interviewed Miss Matthews
Position Business Mgr.

3. OCCUPATIONS

4. NUMBER EMPLOYED

	Men			Women			Boys			Girls			Total		
	W	C	F	W	C	F	W	C	F	W	C	F	W	C	F
Kitchen help					7									7	
Waitresses				7									7		
Cooks				2									2		
Potter		1												1	
Maid					1									1	
Total		1		9	8								9	9	

18

5. HOURS open for Business
Daily 5 Sunday No Extra None

6. BASIS OF PAY
Hourly Weekly Yes Extra

7. MEALS furnished Food Restrictions None
Money allowance for meals Value of meals Can't say

8. LODGING FURNISHED No

9. UNIFORMS FURNISHED No Laundered Girls

10. DEDUCTIONS No breakage Tips Some

11. LABOR TURNOVER no figures

Date May 26, 1921 Agent Mary H. Turner

(118)

General Description of Building.

(a) In basement of large office building on a main downtown street.

(b) Type of Building- Building brick and concrete, number of stories.

(c) Approach to Workrooms- Dining room entered from street down a short flight of steps. Kitchen entered from dining room across a hallway separating dining room from kitchen.

(d) Fire Protection- On basement floor.

Exit from kitchen onto alley. Also from kitchen and dining room both through a hallway leading the length of building to side street. No fire walls or doors. Outside doors open in. Swinging doors between kitchen and hall and dining room and hall. No exit signs. No obstructions. A pyrene in the kitchen.

10. Workroom Conditions.

(a) General Description of Use of Floors- Kitchen and dining room all on basement floor.

(b) General Impression of Workrooms- Dining room good size. Good condition; kitchen rather dingy, and gloomy. Ceiling probably 12 feet. Not very well arranged, tables crowded together, workers too close to each other.

(c) Cleaning- Cleaning done by maid. Cleaned in morning and afternoon. Kitchen probably once per day.

(d) Heating- Heating in kitchen from cooking stoves. Steam heat in dining room. Probably adequate.

(e) Lighting- Natural light in kitchen not sufficient; artificial lights drop electric, general only. No shades. One window and outside door in kitchen and one in adjoining room used for washing dishes, but windows opened on passage between two tall buildings, did not give much light.

(f) Ventilation- Ventilation in dining room good. In kitchen poor. Would get very warm in summer when stoves were going, gas ranges. Window exhaust. Ventilation in kitchen only by the door and windows on one side of room and through the doors into hallway. Doors probably not kept open.

(g) Special Problem- The heat from stoves would be a special problem in kitchen.

11. Occupations.

(a) List of all Occupations - None.

(b) Strains- About 28 tables in dining room, seating four each. The distance from the kitchen to dining room is quite far as the hallway between kitchen and dining room is of good ~~length~~ width and the girls have to cross the dining room and hall to reach kitchen.

(c) Strains from sitting and Standing- A few wooden stools were noticed in kitchen. Waitresses sit when not busy.

12. Sanitation.

(a) Omitted.

(b) Washing Facilities. -For waitresses a white enameled basin and 2 faucets, in toilet room off hallway some distance from dining room. Another white basin in dish-washing room off from kitchen, 2 faucets. Fairly clean.

1. Hot water in kitchen basin, none in toilet room.
2. Liquid soap in toilet room. Hard soap in kitchen.
3. Clean towels furnished by firm, put up every day.

(c) Toilets- Toilet for waitresses in room off hallway some distance from dining room. Entirely enclosed, door. Door locked, key in kitchen. One toilet seat, not screened. Toilet paper. Absolutely no ventilation. Odor bad. No window. Fairly clean. Cement floor. Cleaned by maid. Electric light.

Toilet for colored help opens off from the dish-washing room. One compartment entirely enclosed. Door. Window in toilet compartment, one in room near door. Toilet paper. Fairly clean.-no odor. Cleaned every day by maid.

2. No placards.
3. 9 white women to 1 toilet seat.
   8 colored.

(d) Omitted.

13. Service and Welfare Facilities.

(a) Lunchroom- kitchen help in kitchen

(b) Restroom- None.

(c) Cloakroom and Locker Facilities- Separate cloakroom for colored and white help. Each a small room partitioned off from kitchen. Partitions not to ceiling. No windows in either cloakroom. No doors, electric lights.

(d) Health Service.

1. Medical Examination-None.
2. Records- None.
3. First Aid Equipment-Headache medicine kept.

(e) Other Welfare Work-None.

14. Employment Management-

(a) Hiring, Firing and Transferring- Business manager hires (woman)
(b) " " fires
(c) " " transfers.
(d) Records- None.
(e) Labor turnover-None.
(f) Training ~~in-plant~~-By head waitress.

U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND RESTAURANT SCHEDULE
Hours

Establishment Chancery Inn. Baltimore

Worker _____ Race Colored Occupation bus girl

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																												
Monday																										1		2 1/2
Tuesday																										1		2 1/2
Wednesday																										1		2 1/2
Thursday																										1		2 1/2
Friday																										1		2 1/2
Saturday																										1		2 1/2

1 girl

Total Weekly 15 Ont.

Worker _____ Race _____ Occupation _____

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																												
Monday																												
Tuesday																												
Wednesday																												
Thursday																												
Friday																												
Saturday																												

Total Weekly _____

Worker _____ Race _____ Occupation _____

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																												
Monday																												
Tuesday																												
Wednesday																												
Thursday																												
Friday																												
Saturday																												

Total Weekly _____

Date _____ Agent _____
(117)

U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND RESTAURANT SCHEDULE
Hours

Establishment Chancery Inn Baltimore

Worker _____ Race Colored Occupation Kitchen helper

6 girls

	HOURS (M 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 M 12)	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday				
Monday			1*	6½
Tuesday			1	6½
Wednesday			1	6½
Thursday			1	6½
Friday			1	6½
Saturday			1	6½

Total Weekly 39

Worker _____ Race Colored Occupation Maid

1 girl

	HOURS (M 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 M 12)	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday				
Monday			1	6½
Tuesday			1	6½
Wednesday			1	6½
Thursday			1	6½
Friday			1	6½
Saturday			1	6½

Total Weekly 39

Worker _____ Race White Occupation Cook

2 girls

	HOURS (M 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 M 12)	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday				
Monday			2	7
Tuesday			2	7
Wednesday			2	7
Thursday			2	7
Friday			2	7
Saturday			2	7

Total Weekly 42

Date May 26, 1921
(117)

Agent Mary H. Turner

132

S. Department of Labor
WOMEN'S BUREAU

MARYLAND RESTAURANT SCHEDULE
Hours

Establishment Chancery Inn Baltimore

Worker _____ Race White Occupation waitress

No dining work.

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																												
Monday																										2		8
Tuesday																										2		8
Wednesday																										2		8
Thursday																										2		8
Friday																										2		8
Saturday																										2		8

1 girl

Not busy all the time.

Total Weekly 48

Worker _____ Race White Occupation waitress

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																												
Monday																										1		5½
Tuesday																										1		5½
Wednesday																										1		5½
Thursday																										1		5½
Friday																										1		5½
Saturday																										1		5½

1 girl

Total Weekly 33

Worker _____ Race White Occupation waitress

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																												
Monday																										1		2½
Tuesday																										1		2½
Wednesday																										1		2½
Thursday																										1		2½
Friday																										1		2½
Saturday																										1		2½

5 girls

Total Weekly 15

Date May 26, 1921
(117)

Agent Mary H. Turner.

F. 96

U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND
HOTEL AND RESTAURANT SCHEDULE
(Firm)

133

1. FIRM NAME Child's Dining Hall Co. ADDRESS 18 N. Charles St., ~~Baltimore~~ Md.

2. TYPE of restaurant Restaurant and Self-service. Person interviewed ~~H.M.Cannon~~ Position Mgr.

3. OCCUPATIONS — 4. NUMBER EMPLOYED

	Men			Women			Boys			Girls			Total		
	W	C	F	W	C	F	W	C	F	W	C	F	W	C	F
Store room	4			2									6		
Cooks	4												4		
Counter men	4			2									6		
Baking Dept.	3			2									5		
Dish washers	3												3		
Pot washer	1												1		
Buss Boys	6												6		
Handy Man	1												1		
Laundry				1									1		
Pantry girls				2									2		
Cleaners				2									2		
Waitresses				42									42		
Total	26			53									79		

5. HOURS open for Business Self-service 11:30 - 2:30 Schedule for women not seen.
Daily All the time Sunday yes ~~Self-service~~ all but Extra None

6. BASIS OF PAY
Hourly Hourly pay Weekly Extra

7. MEALS furnished yes Food Restrictions luxuries are excepted
Money allowance for meals None Value of meals about 24¢

8. LODGING FURNISHED None

9. UNIFORMS FURNISHED Girls buy at wholesale from firm Laundered by employees

10. DEDUCTIONS None Tips Yes

11. LABOR TURNOVER Very slight- one a month.

Date May 24, 1921 Agent Lenore Leins.

(118)

F. 96

U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND
HOTEL AND RESTAURANT SCHEDULE
(Firm)

1. FIRM NAME Child's Dining Hall Co. ADDRESS 18 N.Charles St.Baltimore, Md.

2. TYPE of restaurant Restaurant and Self-service. Person interviewed H.M. Cannon, Position Manager.

3. OCCUPATIONS — 4. NUMBER EMPLOYED

	Men			Women			Boys			Girls			Total		
	W	C	F	W	C	F	W	C	F	W	C	F	W	C	F
Store room,	4			2									6		
Cooks,	4												4		
Counter men,	4			2									6		
Baking Dept.	3			2									5		
Dish washers,	3												3		
Pot washer,	1												1		
Bus boys,	6												6		
Handy Man,	1												1		
Laundry,				1									1		
Pantry girls,				2									2		
Cleaners,				2									2		
Waitresses,				42									42		
Total,	26			53									79		

5. HOURS open for Business self-service. Schedule for women not seen.
Daily all the time 11:30-2:30 Sunday Yes all but self-service. Extra

6. BASIS OF PAY
Hourly Hourly pay Weekly Extra

7. MEALS furnished Yes Food Restrictions Luxuries are excepted.
Money allowance for meals None Value of meals about 24¢

8. LODGING FURNISHED None

9. UNIFORMS FURNISHED Girls buy at wholesale from firm Laundered by employees

10. DEDUCTIONS None Tips Yes

11. LABOR TURNOVER Very slight-one a month.

Date May 24, 1921 Agent Lenore Leins

(118)

9. General Description of Building.
(a) Location-in the heart of the retail district.
(b) Type of Building- Five story white brick building with the first story of white tile.
(c) Approach to Workrooms- Two entrances to the restaurant from the outside and one for the floors above. Two stairways from the restaurant to the floors above used by the firm. Both wooden, enclosed, with hand rails, outside light and ventilation.
(d) Fire Protection- One fire escape on the building but used by the Business College renting the greater part of the floors above the first. Exits, etc., not inspected. No automatic sprinkler. Chemical extinguishers. Outside door revolving, other opening out.

10. Workroom Conditions.
(a) General Description of Use of Floors-
Basement-self-service dept. baking dept.
First floor-Restaurant, dish washing pantry and kitchen.
Second floor-Offices, dressing room, women's.
Third floor-Laundry and men's dressing room.
Fourth and fifth floors-Ware rooms.

(b) General Impression of Workrooms- Workrooms, kitchens and restaurants very clean, well ventilated and light. Floors of restaurant and kitchen tile mosaic, very clean. Wooden floors in laundry except under tubs and other parts of floors used as offices dressing rooms and store rooms. Walls in restaurant and kitchen partly tile and light painted plaster, unusually clean in the kitchen. No crowded aisles. Arrangement of work very good. Ceilings about 20 feet tile in restaurant and plastered in kitchen. daily.
(c) Cleaning- Two women clean the toilets, dressing rooms, stairs,etc. The 6 bus boys mop the floors and do the heavy cleaning daily. The girls wash the restaurant tables and the cooks keep the kitchen tables clean. Every part of the walls and ceilings is washed off once a week.
(d) Heating- Steam radiators around the rooms-even and adequate.
(e) Lighting- Kitchen light from one side-artificial light needed and furnished by means of drop lights, electric. Restaurant has sufficient natural light, very good.
(f) Ventilation- Ample provision for ventilation by means of transoms above doors and windows in restaurant and basement. Electric fans all over, and 5 foot exhaust fan to cause the air to circulate in the restaurants.
(g) Special Ventilation Problem- Kitchen has huge hoods over stoves and exhaust fans-unusually good ventilation. Windows to the outside and elevator shaft also help.

11. Occupations. (a) See face sheet.
Side work of waitresses consists in keeping tables clean, filling and cleaning sugar bowls and salt and pepper cellars.
(b) Girls carry small trays which they hold on their arms. Each girl has 8 chairs at busy times and more in slack times.
(c) Strains from sitting and standing-No women working in kitchen-no seats. No seats in pantry where a few women work.
(d) Hazards-Dish washing machines operated by men-women clean the silver, in the dish washing pantries. Kitchen equipment modern.

12. Sanitation.

(a) Drinking Facilities- Drinking water same as for patrons.

(b) Washing Facilities- White enameled wash basins, one in basement employees' toilet, two in public toilet in basement, also used by employees and one in toilet room off women's dressing room on the second floor. Bath tub in basement.

1. Hot and cold running water in all basins. toilet for employees.
2. Liquid soap.
3. Paper towels.

(c) Toilets- 1. One seat in toilet for employees only in basement, two seats for toilet for public and one seat in employees' toilet on the second floor near the dressing room. Basement toilets properly screened, lighted with electric lights, no outside light or ventilation, but well ventilated by means of vents, clean, toilet paper provided and sign on the outside of the door. Toilet on the second floor for employees not screened from the wash basin, electric light, no outside light or ventilation, good air through vents, toilet paper, sign on outside of door.

2. Instructions in employees toilet for washing hands before returning to work.

3. Two seats for employees only for 53 women or 1 seat for 27 women.

(d) Uniforms-See face sheet.

13. Service and Welfare Facilities.

(a) Lunchroom. - A number of tables are reserved in one corner of the dining room where all the employees eat at different times. A screen shuts this part off from the rest of the restaurant.

(b) Restroom- None, but a couch is furnished in the dressing room.

(c) Cloakroom and Locker Facilities- The dressing room contains steel lockers, ventilated. The room was light and airy with a partition extending only part way to the ceiling, and had chairs, benches and a mirror.

(d) Health Service.

1. Medical examination- A medical examination is required at least once a year of by the "coroner" Mr. C. stated.

2. Health records- The certificates issued by the "coroner" are kept on file in the office.

3. First Aid Equipment-First aid equipment is kept on hand in charge of the head waitress. The liability insurance is taken out by the New York office-Mr. C, could give no further information about it.

(e) Other Welfare Work- None.

14. Employment Management.

(a) (b) (c) Hiring, firing and transferring-the manager, Mr. C.

(d) Records-records are kept.

(e) Labor turnover-see face sheet item 8.

(f) Training- Each new girl is given two weeks' instruction by the head waitress and put with older girls who can help her.

15. Home work-Nothing to report.

Form 95

133

U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND RESTAURANT SCHEDULE
Hours

Establishment Child's Dining Hall Co.

Worker One Race White Occupation Counter girl 1

	HOURS (M 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 M 12)	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday *			½ ½	8
Monday			½ ½	8
Tuesday			½ ½	8
Wednesday			½ ½	8
Thursday			½ ½	8
Friday			½ ½	8
Saturday			½ ½	8

* Get off one Sunday in three or one day a week, the day varying.

Total Weekly 48

Worker One Race White Occupation Counter girl 1

	HOURS (M 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 M 12)	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday *			½ ½	8
Monday			½ ½	8
Tuesday			½ ½	8
Wednesday			½ ½	8
Thursday			½ ½	8
Friday			½ ½	8
Saturday			½ ½	8

* Get off one Sunday in three or one day a week, the day varying.

Total Weekly 48

Worker One Race White Occupation Bakery 1

	HOURS (M 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 M 12)	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday *			½ ½	~~8~~ 9
Monday			½ ½	~~8~~ 9
Tuesday			½ ½	~~8~~ 9
Wednesday			½ ½	~~8~~ 9
Thursday			½ ½	~~8~~ 9
Friday			½ ½	~~8~~ 9
Saturday			½ ½	~~8~~ 9

9,00

* One day off a week ~~and~~ or every third Sunday

Total Weekly ~~48~~ 54

Date May 24, 1921 Agent Lenore Lewis

(117)

(6.)

Form 95

U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND RESTAURANT SCHEDULE
Hours

Establishment Child's Dining Hall Co.

Worker One Race White Occupation Baking dept. 1

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday ×									×						×												½ ½	8
Monday									×						×												½ ½	8
Tuesday									×						×												½ ½	8
Wednesday									×						×												½ ½	8
Thursday									×						×												½ ½	8
Friday									×						×												½ ½	8
Saturday									×						×												½ ½	8

× Off one day a week ~~and~~ or every third Sunday. Total Weekly 48

Worker One Race White Occupation Storeroom 1

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday ×									×						×												½ ½	8
Monday									×						×												½ ½	8
Tuesday									×						×												½ ½	8
Wednesday									×						×												½ ½	8
Thursday									×						×												½ ½	8
Friday									×						×												½ ½	8
Saturday									×						×												½ ½	8

× Off one day a week ~~and~~ or every third Sunday. Total Weekly 48

Worker One Race White Occupation Storeroom 1

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday ×									×						×												½ ½	8
Monday									×						×												½ ½	8
Tuesday									×						×												½ ½	8
Wednesday									×						×												½ ½	8
Thursday									×						×												½ ½	8
Friday									×						×												½ ½	8
Saturday									×						×												½ ½	8

× Off one day a week, ~~and~~ or every third week which is Sunday. Total Weekly 48

Date May 24, 1921 Agent Lenore Leine

(117)

Form 95

U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND RESTAURANT SCHEDULE
Hours

Establishment Child's Dining Hall Co.

Worker One Race White Occupation Laundry. 1

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																											~~[illegible]~~	8
Monday								x					x														½ ½	8
Tuesday								x					x														½ ½	8
Wednesday								x					x														½ ½	8
Thursday								x					x														½ ½	8
Friday								x					x														½ ½	8
Saturday								x					x														½ ½	8

x ~~One day off a week and no Sunday in three~~ Total Weekly 48

Worker 1 Pantry girl Race White Occupation Pantry girl 1

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday x									x						x												½ ½	8
Monday									x						x												½ ½	8
Tuesday									x						x												½ ½	8
Wednesday									x						x												½ ½	8
Thursday									x						x												½ ½	8
Friday									x						x												½ ½	8
Saturday									x						x												½ ½	8

x One day off a week ~~and~~ in three no Sunday Total Weekly 48

Worker 1 Race White Occupation Pantry girl 1

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday x															x						x						½ ½	8
Monday															x						x						½ ½	8
Tuesday															x						x						½ ½	8
Wednesday															x						x						½ ½	8
Thursday															x						x						½ ½	8
Friday															x						x						½ ½	8
Saturday															x						x						½ ½	8

x One day off a week ~~and~~ one Sunday in three Total Weekly 48

Date May 24, 1921 Agent Lenore Leine.

(117)

(d.)

Form 95

U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND RESTAURANT SCHEDULE
Hours

Establishment Childs Dining Hall Co.

Worker 1 Race White Occupation Cleaning

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																											~~½ ½~~	~~8~~
Monday																											½ ½	8
Tuesday																											½ ½	8
Wednesday																											½ ½	8
Thursday																											½ ½	8
Friday																											½ ½	8
Saturday																											½ ½	8

Total Weekly 48

Worker 1 Race White Occupation Cleaning

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																											~~½ ½~~	~~8~~
Monday																											½ ½	8
Tuesday																											½ ½	8
Wednesday																											½ ½	8
Thursday																											½ ½	8
Friday																											½ ½	8
Saturday																											½ ½	8

Total Weekly 48

Worker 1 Race White Occupation Head waitress.

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday *																											1 hr.	8
Monday																											1 hr.	8
Tuesday																											1 hr.	8
Wednesday																											1 hr.	8
Thursday																											1 hr.	8
Friday																											1 hr.	8
Saturday																											1 hr.	8

* One day of a week or one Sunday in three.

Total Weekly 48

Date May 24, 1921 Agent Lenore Linn.

(117)

(e)

Form 95

U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND RESTAURANT SCHEDULE
Hours

Establishment Child's Dining Hall Co.

Worker 1 Race White Occupation Asst. head waitress

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday *																X											1 hr	8
Monday																X											1 hr	8
Tuesday																X											1 hr	8
Wednesday																X											1 hr	8
Thursday																X											1 hr	8
Friday																X											1 hr	8
Saturday																X											1 hr	8

* One day a week off or one Sunday in three.

Total Weekly 48

Worker 1 Race White Occupation Night head waitress

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty **	TOTAL HOURS
Sunday *																				X				X			½ ½	~~6~~ 8
Monday																				X				X			½ ½	~~6~~ 8
Tuesday																				X				X			½ ½	~~6~~ 8
Wednesday																				X				X			½ ½	~~6~~ 8
Thursday																				X				X			½ ½	~~6~~ 8
Friday																				X				X			½ ½	~~6~~ 8
Saturday																				X				X			½ ½	~~6~~ 8

* One day off a week or one Sunday in three.
** These hours vary.

Once daily

Now 48

Total Weekly 36

Worker 3 Race White Occupation waitresses

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday *								X																			½ + 1 meal before	5
Monday								X																			½ "	5
Tuesday								X																			½ "	5
Wednesday								X																			½ "	5
Thursday								X																			½ "	5
Friday								X																			½ "	5
Saturday								X																			½ "	5

* One day off a week ~~and~~ or one Sunday in three.

Total Weekly 30

Date May 24, 1921 Agent Lenore Linz

(117)

(6.)

Form 95

U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND RESTAURANT SCHEDULE
Hours

Establishment Child's Dining Hall Co.

Worker 1 Race White Occupation Waitress

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday *									X																		1/2	5
Monday									X																		1/2	5
Tuesday									X																		1/2	5
Wednesday									X																		1/2	5
Thursday									X																		1/2	5
Friday									X																		1/2	5
Saturday									X																		1/2	5

* One day a week off or one Sunday in three.

Total Weekly 30

Worker 2 Race White Occupation Waitresses.

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday *									X																		1/2	5
Monday									X																		1/2	5
Tuesday									X																		1/2	5
Wednesday									X																		1/2	5
Thursday									X																		1/2	5
Friday									X																		1/2	5
Saturday									X																		1/2	5

* One day a week off or one Sunday in three.

Total Weekly 30

Worker 4 Race White Occupation Waitresses.

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday *									X																		1/2 Your meal aft.	7
Monday									X																		1/2 " " "	7
Tuesday									X																		1/2 " "	7
Wednesday									X																		1/2 " "	7
Thursday									X																		1/2 " "	7
Friday									X																		1/2 " "	7
Saturday									X																		1/2 " "	7

* One day a week off or one Sunday in three.

Total Weekly 42

Date May 24, 1921

Agent Lenore Leine.

(117)

(9.)

Form 95

U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND RESTAURANT SCHEDULE
Hours

Establishment Child's Dining Hall Co.

Worker 4 Race White Occupation Waitresses. 4

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday *																											2 meals during 5 hrs.	5
Monday																											"	5
Tuesday																											"	5
Wednesday																											"	5
Thursday																											"	5
Friday																											"	5
Saturday																											"	5

* One day a week off or every third Sunday. Total Weekly 30

Worker 2 Race White Occupation Waitresses. 2

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday *																											1/2 1/2	9
Monday																											1/2 1/2	9
Tuesday																											1/2 1/2	9
Wednesday																											1/2 1/2	9
Thursday																											1/2 1/2	9
Friday																											1/2 1/2	9
Saturday																											1/2 1/2	9

* One day a week off or every third Sunday. Total Weekly 54

Worker 6 Race Occupation waitress 6

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday *																											1/2	6 1/2
Monday																			"						"		1/2	6 1/2
Tuesday																			"						"		1/2	6 1/2
Wednesday																			"						"		1/2	6 1/2
Thursday																			"						"		1/2	6 1/2
Friday																			"						"		1/2	6 1/2
Saturday																			"						"		1/2	6 1/2

* One day a week off or one Sunday in three. Total Weekly 39

Date May 24, 1921 Agent Lenore Leine

(117)

Form 95

U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND RESTAURANT SCHEDULE
Hours

Establishment Child's Dining Hall Co.

Worker 2 Race White Occupation Waitresses

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																											1/2	6
Monday																											1/2	6
Tuesday																											1/2	6
Wednesday																											1/2	6
Thursday																											1/2	6
Friday																											1/2	6
Saturday																											1/2	6

One day a week off or one Sunday in three. Total Weekly 36

Worker 15 x Race White Occupation Waitresses

These girls hours cannot be given as they have different hours every day since they relieve the various girls about who has either this Sunday or day off during the week.

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																												
Monday																												
Tuesday																												
Wednesday																												
Thursday																												
Friday																												
Saturday																												

Total Weekly _____

Worker _____ Race _____ Occupation _____

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																												
Monday																												
Tuesday																												
Wednesday																												
Thursday																												
Friday																												
Saturday																												

Total Weekly _____

Date _____ Agent _____
(117)

F. 96

U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND
HOTEL AND RESTAURANT SCHEDULE
(Firm)

1. FIRM NAME Chinaland
ADDRESS Eutaw near Fayette Baltimore

2. TYPE of restaurant 2 restaurant
Person interviewed ~~Hang Tong, Prop.~~
Position Waitress

3. OCCUPATIONS

4. NUMBER EMPLOYED

OCCUPATIONS	Men W	Men C	Men F	Women W	Women C	Women F	Boys W	Boys C	Boys F	Girls W	Girls C	Girls F	Total W	Total C	Total F
Waiter (chinese)			3												
Bus (colored)		1													
Waitress				3											
Cleaned irregularly					2										
Cooks (chinese)			3												
		1	6	3	2								3	3	8

12

5. HOURS open for Business Schedule not posted.
Daily 11 to 1:30 or 2 Sunday 4 to 1:30 Extra Holidays

6. BASIS OF PAY
Hourly No Weekly Week Extra Seldom--hourly

7. MEALS furnished 1 each day Food Restrictions None
Money allowance for meals None Value of meals -----

8. LODGING FURNISHED None

9. UNIFORMS FURNISHED None Laundered None

10. DEDUCTIONS None Tips Last two or three wks fallen off. $2 night, Sat. night more

11. LABOR TURNOVER Low

Date June 3, 1921 Agent E. G. Knowles

(118)

C

9. GENERAL DESCRIPTION OF BUILDING.

a. Location: Located on side street in center of retail district.

b. Type of building: Building old, 3 stories, brick.

c. Approach to workrooms and their general location: Dining room on first floor where waitresses work is reached from main entrance on street.

d. Fire protection:
1. No escepes for building.
2. Main exit on front street.
3. No fire walls or doors
4. Outer door opened out.
5. No exit signs.
6. No obstructions to exits.
7. No sprinklers nor extinguishers.
8. No inflammable material.

10. WORKROOM CONDITIONS.

a. General description of use of floors: The first floor was used for a dining room which was open during the day. On the second floor was another dining room open at night. The kitchen was on the third floor. Waitresses were only in the first floor dining room and seldom had occasion to go upstairs. Colored woman cleans second floor dining room and helps wash dishes. Third floor kitchen.

b. General impression of workrooms: The floors of the dining room were clean but the walls were dingy. The floor of the kitchen clean, wood except by range. General appearance of kitchen "messy." The ceiling of the dining room was about 12 feet high; of the kitchen about 10 feet high, with skylight over range. Dingy ceiling. Dining room aisles were not crowded. The work was arranged satisfactorily. Women carried food from a dumb waiter in a rear corner of the dining room first floor.

c. Cleaning: All cleaning was done by a colored woman who worked long hours daily and Sunday.

d. Heating: Steam, adequate and even.

e. Lighting: In dining room was not good without artificial light even though there were side windows in addition to the front. Artificial lights were shaded. Light in second floor better. Artificial, electric group lights, colored shades. Natural adequate kitchen. Few electric drop lights in kitchen. There were windows each side of the entrance shaded part way up with fancy colored glass. There were also two windows on the side high above the tables.

f. Ventilation: No ventilation on first floor except from windows and small fans. Kitchen, space for large exhaust in side wall but exhaust removed. No hood over range, smoky.

g. Special ventilation problems: No special ventilation problems on first floor. See f, kitchen. No artificial, windows in front shut off by partition for two small rooms. Vegetable storage and sleeping room.

11. OCCUPATIONS.

a. List all: One waitress interviewed was arranging tables and changing clothes and napkins. She was the regular day waitress who came early before the morning rush began. The others probably do not have as much responsibility as they have not worked in the restaurant long.

b. Strains: Strains from trays need not be great as the distance is short. However if crowded one or two waitresses would have hard work to wait on so many tables.

c. Strains from sitting and standing: Waitresses sat in dining room when not busy in chairs at tables and at other times could use the easy chairs and sofa near the door. Seat in kitchen.

d. Hazard: Modern equipment and conveniences. Not modern equipment and conveniences in kitchen. Cleaner no mop wringer, carries pails of water third to second floor.

12. SANITATION.

a. Drinking facilities: Waitresses drank ice water provided for patrons, used clean glasses.

b. Washing facilities: For waitress first floor, small room off dining room for patrons. Porcelain bowl, cold water, liquid soap, paper towel, Dishwasher uses sink in kitchen, hot water and soap.

c. Toilets: See location 12 b. 1 toilet also for patrons, cleaned daily, cleaning woman, O.K., paper supplied, door designated, natural light and air O.K. For patrons and employees. Kitchen--adjoining and entirely partitioned from it, but door stood wide open. Room looked as if had been bathroom in former dwelling. Extra space used for storage lard cans etc. (Saw no fresh vegetables here) This toilet supposed for chinamen but colored woman sometimes uses instead of going through dining rooms as she must to reach toilet rear first floor dining rooms. She also scrubs this toilet. Outside window and light O. K.

d. Uniforms: Waitresses did not wear uniforms. Wore plain white waist and black skirt and did not change their clothes in restaurant. Furnished and laundered their own aprons.

13. SERVICE AND WELFARE FACILITIES.

a. Lunchroom: No separate lunchroom. Waitresses ate in dining room. Colored woman ate in kitchen. Were allowed to eat any food they wanted--apparently as much and as often as they wanted, provided they did not neglect customers.

13. SERVICE AND WELFARE FACILITIES. (cont'd.)

b. Restroom: No restroom. Waitresses sat in easy chairs in front entrance but colored woman, if she ever sat, rested in kitchen on box or rear of second floor dining room.

c. Cloakroom and locker facilities: Waitresses used ladies'/(patrons) dressing room Colored woman hangs wraps on wall nail, rear of second floor dining room behind screen.

d. Health service: No health service.
   1. No medical examination.
   2. No health records.
   3. First aid equipment: First aid.

e. Other welfare facilities: Insurance.

14. EMPLOYMENT MANAGEMENT.

a. Who hires? Manager
b. Who fires? Manager.
c. Who transfers?
d. Records? No records.
e. Labor turnover? No turnover figures.
f. Training in plant - by whom? No training, can get experienced.

15. HOME WORK OR SUB-CONTRACT. No home work.

#134

134

Form 95

U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND RESTAURANT SCHEDULE
Hours

Establishment Chinaland

3 part times

Worker 1 Race white Occupation waitress

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																										ate		
Monday																										1	1*	6½
Tuesday																												7
Wednesday																												7
Thursday																												7
Friday																												7
Saturday																												7

30

Total Weekly 39 1 part time

Worker 2 Race white Occupation waitresses 2

HOURS

	M 12	1	2	3	4	5 pm	6	7	8	9	10	11	12	1	2 am	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																										1	30+	8
Monday																										1	"	"
Tuesday																										1	"	"
Wednesday																										1	"	"
Thursday																										1	"	"
Friday																										1	"	"
Saturday																										1	"	"

Every other Sun ½ day

Total Weekly 56 -52 So 54 hrs

Worker ~~1~~ 2 Race negro Occupation clean, helper in Kitchen

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																										1+	~~10 min~~	~~10~~ 10½
Monday																										"	"	
Tuesday																										"	"	
Wednesday																										"	"	
Thursday																										"	"	
Friday																										"	"	
Saturday																										"	"	

Every other Sun ½ day,

av. 70 7/8 hrs. Total Weekly ~~60~~ -56 ~~73½~~ ~~67½~~

Date June 3, 1921

Agent E B Kurtz

(117)

F. 96

U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND
HOTEL AND RESTAURANT SCHEDULE
(Firm)

1. FIRM NAME Community Lunch & Dining Room ADDRESS 887 N. Howard Baltimore, Md.

2. TYPE of restaurant Small restaurant. Person interviewed D. Oliver Ditto
Position Owner

3. OCCUPATIONS — 4. NUMBER EMPLOYED

	Men			Women			Boys			Girls			Total		
	W	C	F	W	C	F	W	C	F	W	C	F	W	C	F
Waitress.				2									2		
Cook.		2												2	
Dishwasher.		1												1	
Counter Man.		1												1	
Cashier.				1									1		
		4		3									3	4	

5. HOURS open for Business
Daily 7 A.M., to 8 P. M. (13h) Sunday None Extra None

6. BASIS OF PAY
Hourly Weekly Yes Extra

7. MEALS furnished 3 Food Restrictions None
Money allowance for meals None Value of meals 30¢ estimate

8. LODGING FURNISHED None

9. UNIFORMS FURNISHED None Laundered None

10. DEDUCTIONS None Tips Customers

11. LABOR TURNOVER None

Date May 24, 1921. Agent E. Benham

(118)

9. General Description of Building.
(a) Location- in business district. Two-story brick.
(b) Type of Building- old building, but seems in fair condition.
(c) Approach to Workrooms- Entered direct from street. Stairway at rear from kitchen to basement. Rough wood stairs about 3 ft. wide. Rather steep. No hand rail. Girls go to basement for dressing rooms.
(d) Fire protection-No fire escapes. Hand extinguishers. 2 first floor exits. 1 at front from dining room, 1 at rear from basement, near foot of stairs, doors open out. No exit signs, no obstructions.

10. Workroom Conditions.
(a) General Description of Use of Floors- Second floor apartment rented as dwelling; first floor, dining room and kitchen. Basement, storage and dressing room.
(b) General Impression of Workroom- Floor of dining room tile, walls plaster, excellent condition. No women in kitchen. Ceilings high enough, aisles wide enough. No crowding, good arrangement.
(c) Cleaning- Floors scrubbed daily by one of dishwashers between meals.
(d) Heating- Steam heat. Seemed adequate.
(e) Lighting-Windows at front of dining room. Semi-indirect lights burning-always needed.
(f) Ventilation-Natural ventilation through doors and windows. seemed adequate for dining room .No women in kitchen.
(g) Special Ventilation Problem- None for women.

11. Occupations.
(a) List of all Occupations.
Waitresses set up and clear tables, carry dishes to kitchen.
(b) Strain-Serve and carry dishes on arm. Get food from counter at rear of dining room.
(c) Strains from sitting and standing-No women in kitchen, waitresses sit when not busy.
(d) Hazards-None, in dining room.

12. Sanitation.
(a) Drinking Facilities-Faucet at counter. Clean glasses, always available.
(b) Washing Facilities- Sink in kitchen. 1. Hot and cold water. 2. Hard soap. 3. Individual towels. Keep towels in kitchen, waitress stated.
(c) Toilets- No toilet, women use one for public in community, market across street.
(d) Uniforms-None.

13. Service and Welfare Facilities.
(a) Lunchroom- Girls eat in dining room.
(b) Restroom- None.
(c) Cloakroom and Locker Facilities-Rough room partitioned off from storage space in basement. No window. Electric light, hooks on walls. Somewhat disorderly. Swept by dishwasher and scrubbed. Intervals uncertain.

13. (d) Health Service-
1. Medical Examination-None.
2. Records-None.
3. First Aid Equipment-Bandages and peroxide. Owner in charge

(e) Other Welfare Work-None.

14. Employment Management-
(a) (b) (c) Hiring, Firing and Transferring-Owner.
(d) Records-None.
(e) Labor turnover-No figures.
(f) Instruction in plant- workers help beginners.

135

Form 95

U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND RESTAURANT SCHEDULE
Hours

Establishment Community Lunch & Dining Room

Worker Mary Race White Occupation Waitress

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																											+	
Monday											X				X											1	2+	8½
Tuesday											X				X											1	2+	8½
Wednesday											X				X											1	2+	8½
Thursday											X				X											1	2+	8½
Friday											X				X											1	2+	8½
Saturday											X				X											1	2+	8½

X ½ hr between 2 & 4 ½

Total Weekly 51

Worker Elinor Race White Occupation Waitress

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																												
Monday																										3		8
Tuesday																										3		8
Wednesday																										3		8
Thursday																										3		8
Friday																										3		8
Saturday																										3		8

Total Weekly 48

Worker Charlotte Race White Occupation Cashier

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																												
Monday												X				X											2	4
Tuesday												X				X											2	4
Wednesday												X				X											2	4
Thursday												X				X											2	4
Friday												X				X											2	4
Saturday												X				X											2	4

Total Weekly 24 ✓ ok

Date May 24, 1921
(117)

Agent E. Buchan

F. 96

136

U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND
HOTEL AND RESTAURANT SCHEDULE
(Firm)

1. FIRM NAME Crown Lunch Room George W. Hyde & Sons. Inc. ADDRESS 225 E. Baltimore St., Baltimore, Md.

2. TYPE of restaurant Lunch & Dining Room. Person interviewed Frank B. Hyde. Position V. Pres.

3. OCCUPATIONS	4. NUMBER EMPLOYED														
	Men			Women			Boys			Girls			Total		
	W	C	F	W	C	F	W	C	F	W	C	F	W	C	F
Buss boys	1	1											1	1	
Counter men	5												5		
Counter girls				1									1		
Cashiers				2									2		
Pantry 1st floor		1		2									2	1	
Salad room				2									2		
Washing glass, silver and dishes		1		2									2	1	
Cooks	2												2		
Asst. cooks	1			4									5		
Bake shop	2			1									3		
Dish washers		3												3	
Head waitress				1									1		
Waitresses				~~14~~ 12									~~14~~ 12		
Cleaners					2										2
Total	11	6		~~29~~ 27	2								~~40~~ 38	6	2

5. HOURS open for Business Hour schedule for women not seen.
Daily 7 A.M. to 7:30 P.M. Sunday No Extra No 46

6. BASIS OF PAY
Hourly Weekly Yes Extra None

7. MEALS furnished Yes Food Restrictions No absolute limit
Money allowance for meals No Value of meals Formerly 50¢ ~~limit set, but was given up.~~

8. LODGING FURNISHED None

9. UNIFORMS FURNISHED Employees buy from firm at cost. Laundered Employees

10. DEDUCTIONS None now - tried it but didn't work. Tips Yes, initial wage $6.

11. LABOR TURNOVER Steady - 2 or 3 at most in 6 months.

Date May 25, 1921. Agent Lenore Leins.

(118)

Crown Lunch Rooms,
Geo. W. Hyde & Sons, Inc.,
Baltimore, Md.

9. General Description of Building

a. Location-In the heart of the retail district.
b. Type of building-Four story red brick building.
c. Approach to workrooms-One spiral iron stairway in the rear and one stairway in the front of the building, wooden all the way, open with wide steps and hand railing from the first to the second floor, enclosed with hand rail to the other floors, with wooden doors at the bottom of each and electric lights burning on each.
d. Fire protection-No fire escapes outside. No automatic sprinkler but extinguishers on each floor. Outside doors open, one in and one out.

10. Workroom Conditions
a. General description of use of floors, including basements and lofts-
Basement-dish washing rooms.
1st floor - Counter and dairy lunch, and pantry.
2nd floor - Dining room, and pantry.
3rd floor - Kitchen and stock room, dressing room for women.
4th floor - Bake shop.
b. General impression of workrooms-Airy and spacious rooms with old equipment but kept clean. Walls plastered and painted gray, rather dingy except in restaurants. Ceilings dark unpainted wooden rafters, about 18 or 20 feet high. Aisles very free, arrangement of work good with dumb waiters to send food from kitchen and bake shop above to restaurants below. Floors tile on first floor, linoleum covered on the second and wooden covered with saw dust on the third and fourth floors, cement under stoves.
c. Cleaning - halls, floor, work benches-Women, colored, hand scrub the floors of the restaurants of the first and second floors daily. The colored boy who washes pots and cleans the kitchen daily - this floor was covered with saw dust and did not look as if scrubbed often. Counter men and buss boys clean tables and chairs.
d. Heating-Steam radiators scattered throughout, even and adequate.
e. Lighting-Hanging cord lights without shades hanging in the kitchen and lighted at time of visit - natural light from two ends of the floor not sufficient. Bake shop located towards the front of the 4th floor had sufficient natural light. Restaurant has lights burning, dining has sufficient natural furnished by large outward swinging windows. Kitchen has one very bright light before the stove that produces a bad glare as it has no shade. Semi indirect lights in restaurant and dining room.
f. Ventilation-Natural ventilation through windows and transoms with large paddle fans to produce circulation. A ventilating system formerly used with pipes and exhaust on the top floor and vents on the first and second floors has been discarded, as it did not work well.
g. Special ventilation problems-Stoves in kitchen are provided with hoods, air from two opposite sides through windows and electric fans, ~~fans~~ keep the kitchen free from vapor and airy. Bake shop airy with through circulation from windows.

11. Occupations
a. List of occupations-Side work of the waitresses consists in keeping the tables set, taking care of the linen, filling and washing the sugar bowls, salt and pepper cellars and cleaning the mirrors.

Crown Lunch Room,
Geo. W. Hyde & Sons, Inc.,
Baltimore, Md.

11. Occupation (Contd.)

b. Describe strain in connection with performance of occupations under present conditions-Girls carry small trays - during rush hours each girl has two tables with 8 chairs - during slack times they have 3 tables each with 12 chairs. The older girls get the choice of the best stations.

c. Describe strains from sitting and standing-There are stools provided without backs in the kitchen. The waitresses are allowed to sit when not busy. At the time of the visit all were seated in the rear of the room at one table - there were patrons at the tables, ~~etc.~~

d. Hazard-Equipment is modern and consists of meat, butter and bread cutting machines, potato paring machines, coal and gas stoves, refrigerators, cake and dough mixers, steam tables and percolators in the lunchroom and dish washing machines in the basement.

12. Sanitation-

a. Drinking facilities-For patrons, paper cups and cold water faucet in addition on the first floor.

b. Washing facilities-One white enamelled wash basin in the toilet room off from the kitchen, one in the dressing room on the 3rd floor for employees only and one in the public toilet on the second floor off from the dining room.

1. Hot and cold water-Hot and cold running water in all basins.
2. Soap (liquid or not)-Bar soap at all basins.
3. Towels (individual or general)-Paper towels.

c.1. Toilets-One seat in separate compartment, properly screened, with outside light and ventilation, toilet paper, kept clean, no sign on outside of door, partition only part way to the ceiling separating this room from the kitchen. One seat in the public toilet room, outside light and ventilation, properly screened, toilet paper, with sign on outside of door and partition all the way to the ceiling. Electric cord light burning, needed in the wash room part.

2. Instructionsor placards regarding washing of hands on leaving toilet-No instructions for employees to wash hands.

3. Number of girls per seat-One seat for 31 women employees only - one additional seat for the public which is used by the waitresses. The other seat is used mainly by the kitchen help.

d. See face sheet.

13. Service and Welfare Facilities-

a. Lunchroom-A long table and stools in the kitchen furnish a place for the kitchen help to eat their meals.

b. Restroom-None but a couch is furnished in the dressing room.

c. Cloakroom and lockers facilities-Steel lockers are provided in a room at the front of the third floor, with outside light, a big mirror and benches.

d. Health Service-

1. Medical examinations-No Medical examinations.

2. Health records kept-No health records, insurance is taken out with the Traveller's Co.

3. First aid kit is in charge of a brother of Mr. H. who takes naturally to the work.

e. Other Welfare Work-None except if a girl is out a great deal the firm pays special attention to her.

Crown Lunch Room,
Geo. W. Hyde & Sons, Inc.,
Baltimore, Md.

14. Employment Management

a-b-c--Who hires, fires and transfers--Mr. F. Hyde does the hiring, firing and transferring.

d-Records--A record has been kept in a small book since February 1904, the time of the Baltimore fire.

e-Labor turnover-See face sheet item 8 - the firm has been in business 30 years and during that time has given medals to 50 people. This medal is a gold crown and is received after 5 years service. The headwaitress has been with the firm 18 years.

f-Training plant - by whom-The head waitress instructs the new girls and then places them for a week at a table with an old girl.

15. Home Work - Nothing to report.

L36

(A.)

U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND RESTAURANT SCHEDULE
Hours

Establishment Crown Lunch Room George H. Hyde & Sons, Inc.

Worker 1 Race White Occupation Counter

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																												
Monday																											1/2 x	7 1/2
Tuesday																											1/2	7 1/2
Wednesday																											1/2	7 1/2
Thursday																											1/2	7 1/2
Friday																											1/2	7 1/2
Saturday																											1/2	7 1/2

Total Weekly 45

Worker 2 Race White Occupation Pantry women. First floor.

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																												
Monday																											after work	5
Tuesday																											"	5
Wednesday																											"	5
Thursday																											"	5
Friday																											"	5
Saturday																											"	5

Total Weekly 30

Worker 1 salad room woman
1 Pantry 2nd floor
1 asst. cook
1 washing glass, silver & dishes
These women alternate with group II. next page.

Race White Occupation 4

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
I Sunday																												
Monday																											1/2	6 1/2
Tuesday																											1/2	11
Wednesday																											1/2	6 1/2
Thursday																											1/2	11
Friday																											1/2	6 1/2
Saturday																											1/2	11

8 3/10 av. daily hours

Total Weekly 52 1/2

+ There is a general rule made by the firm that allows those who come before 8 a.m. have breakfast - those after not - but the latter do not adhere to it.

Date May 25, 1921 Agent Lenore Leins

(117)

(6)

S. Department of Labor
WOMEN'S BUREAU

MARYLAND RESTAURANT SCHEDULE
Hours

Establishment Crown Lunch Room. George N. Hyde & Sons, Inc.

Worker 1 salad room woman / 1 pantry - 2nd floor / 1 asst. cook / 1 washing glass silver & dishes } These women alternate with Group I. Race White Occupation 4

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																												
Monday																											1/2	11
Tuesday																											1/2	6 1/2
Wednesday																											1/2	11
Thursday																											1/2	6 1/2
Friday																											1/2	11
Saturday																											1/2	6 1/2

H

9 1/5 av. daily hours

Total Weekly 52 1/2

Worker 1 Race White Occupation Bake shop. 1

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																												
Monday																											1/2 1/2	8
Tuesday																											1/2 1/2	8
Wednesday																											1/2 1/2	8
Thursday																											1/2 1/2	8
Friday																											1/2 1/2	8
Saturday																											1/2 1/2	8

Total Weekly 48

Worker 1 Race White Occupation Head waitress. 1

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																												
Monday																											1/2	6 1/2
Tuesday																											1/2	10
Wednesday																											1/2	6 1/2
Thursday																											1/2	10
Friday																											1/2	6 1/2
Saturday																											1/2	10

7 9/10 av. daily hours

Total Weekly 49 1/2

Date May 25, 1921
(117)

Agent Lenore Lewis

Form 95

U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND RESTAURANT SCHEDULE
Hours

Establishment Crown Lunch Room - George W. Hyde & Sons Inc.

Worker 4 Race White Occupation Waitresses 4

HOURS (M 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 M 12)

	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday			
Monday		1/2	7
Tuesday		1/2 1/2	8 1/2
Wednesday		1/2	7
Thursday		1/2 1/2	8 1/2
Friday		1/2	7
Saturday		1/2 1/2	8 1/2

Total Weekly 46 1/2

7 3/5 av. daily hours

Worker 4 Race White Occupation Waitresses 4

HOURS (M 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 M 12)

	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday			
Monday		1/2 1/2	8 1/2
Tuesday		1/2	7
Wednesday		1/2 1/2	8 1/2
Thursday		1/2	7
Friday		1/2 1/2	8 1/2
Saturday		1/2	7

Total Weekly 46 1/2

7 9/10 av. daily hours

Worker 4 Race White Occupation Waitresses 4

HOURS (M 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 M 12)

	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday			
Monday		1 meal	4
Tuesday		" "	4
Wednesday		" "	4
Thursday		" "	4
Friday		" "	4
Saturday		" "	4

Total Weekly 24

Date May 24, 1921 Agent Lenore Lima

(117)

F. 96

137

U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND
HOTEL AND RESTAURANT SCHEDULE
(Firm)

1. FIRM NAME Elbert Lunch Room Co. ADDRESS Baltimore.

2. TYPE of restaurant All night. Service and counter (about 600 average no. served daily.) Person interviewed Mr. Gladden Position Partner and manager.

3. OCCUPATIONS 4. NUMBER EMPLOYED

	Men			Women			Boys			Girls			Total		
	W	C	F	W	C	F	W	C	F	W	C	F	W	C	F
day Counter waitress				1									1		
day table waitress				2									2		
Cashier (wife of owner)				1									1		
Waitress (night)	2												2		
Cooks (day)	~~1~~	2												2	
" (night)		1												1	
Kitchen boys) day)		2												2	
" " (night)		1												1	
Manager (owner)	1												1		
~~Night manager~~	~~1~~												~~1~~		
Total	4	6		4									8	6	

5. HOURS open for Business Never closed. Night shift 7-7 all men.
Daily 7-7 12 hr Sunday 7-7 Extra --

6. BASIS OF PAY
Hourly Weekly $8 table $12 counter Extra

7. MEALS furnished Yes Food Restrictions Same
Money allowance for meals ~~x~~ none Value of meals 50¢

8. LODGING FURNISHED No.

9. UNIFORMS FURNISHED No. Aprons worn. Laundered No.

10. DEDUCTIONS None. Tips Yes; travellers on trains.

11. LABOR TURNOVER No figures.

Date May 28, 1921. Agent M. R. L.

(118)

9. General description of building:

(a) Location: Located middle of town business and railraod station center.

(b) Type of building: 3 story brick building, remodeled. 49 years old. Restaurant and dwelling combined.

(c) Approach to workrooms: Approach directly from sidewalk via hallway on side of building. Stairway leading upstairs is light, solid, wood, enclosing walls. Safe. Firm handrail. Restaurant entered through open passage from foot of stairs. Public enter restaurant directly from sidewalk Kitchen entered from rear alleyway.

(d) Fire protection: No fire escape. 1 side and 1 rear stairway. no elevators. No signs. Front and rear dooropen in. No sprinklers hose or buckets or extinguishers.

10. Workroom Conditions:
(a) Description of use of floors: Basement: No work.
1st floor-Restaurant, kitchen.
2nd floor- 5 rooms for rent, public bathroom.
3rd floor- residence of one partner and wife.

(b) General impression of workrooms: Walls and ceilings tinted clean. Floors clean. Ceilings high. No crowding or narrow aisles.

(c) Cleaing: All floor cleaning done by kitchen 3 colored boys, 2 day, and 1 night boy. A maid in the residence part cleans public toilet on 2nd floor used by waitresses. Swept daily, scrubbed 2 or 3 times a week.

(d) Heating: Hot air. Register in floor of restaurant. Probably adequate. Probably uneven.

(e) Lighting: Restaurant has large front windows, inadequate natural light. Adequate electric light from 3 clusters of 3 bulbs each with white shades. Kitchen windows on 2 sides, adequate, Natural clear glass windows ordinary size 2 x 4. Not shaded.

(f) Ventilation: Restuarant had 2 large paddle fans. Kitchen had large hood over gas ranges and blower pipe connection with wall. Kitchen was very hot. Blower fan not working.

(g) --

11. Occupations:
(a) List: Side work fold paper napkins and set up tables. 50 seats at tables (cloth covered) and 10 counter stools. 600 are served daily. No sweeping preparation of food or washing dishes.

11. (b) Strains: No busboy. Dishes carried 50 ft.- maximum.

(c) Strains from sitting or standing: No women in kitchen. Waitresses sit when not busy.

(d) Hazards: Fair equipment usual conveniences.

12. Sanitation:
(a) Drinking facilities: Drinking water for public. White tank. Cooler, near kitchen door. No common cup there. Kitchen people can get but have ice box or refigerator also.

(b) Washing facilities: Washing facilities on 2nd floor, public toilet, one bowl white, dirty. Hot and cold water. No soap or towel provided for waitresses especially. Nor for kitchen men that proprietor could tell of.

(c) Toilets: Toilet is public for room renters on 2nd floor. Accessible. Light, window ventilat on, entrance door. Clean (except wash bowl) toilet paper. One seat, clean. Hand flush, electric light, no screened approach as it is in hallway. Not designated. No instructions. Kitchen help do not use.

(d) See face sheet 9.

13. Service and Welfare facilities:
(a) Lunchroom: Waitresses eat in restaurant, kitchen men in kitchen. See face sheet #7.

(b) Restroom: Use one of bedrooms during day if they need to rest. (Residence maid keeps in order for rental at night.)

(c) Cloakroom: Use same as 13b.

(d) No requirement or health records. No first aid - "use old fashioned remedies, such as butter for burns," etc
No records nor accidents to report.
(e) No insurance in any fund.

14. Employment Management:
(a,b,c) Partner-manager hires, fires, transfers.

(d) No records.

(e) No figures.
(f) No instruction "workers don't want it." No women in charge. Wife of partner helps at cashiering.
15. none.
16. None.

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95

U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND RESTAURANT SCHEDULE
Hours

Establishment Elbert Lunch Room 1427 N. Chas. Baltimore

Worker 1 woman Race white Occupation Counter waitress.

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday	Every																									3		7 1/2
Monday																										3		"
Tuesday																										3		"
Wednesday																										3		"
Thursday																										3		"
Friday																										3		"
Saturday																										3		"

Same

Total Weekly ~~50~~ 52 1/2

Worker 1 woman Race white Occupation Table waitress

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																										3		8 1/2
Monday																										2		8
Tuesday																										3		8 1/2
Wednesday																										2		8
Thursday																										3		8 1/2
Friday																										2		8
Saturday																										3		8 1/2

Av. daily hours 8 1/4

Total Weekly 58

Worker 1 woman Race white Occupation Table waitress

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																										2		8
Monday																										3		8 1/2
Tuesday																										2		8
Wednesday																										3		8 1/2
Thursday																										2		8
Friday																										3		8 1/2
Saturday																										2		8

Av. daily hours 8 1/4

Total Weekly 57 1/2

Date May 28, 1921 Agent M. R. L.

(117)

F. 96

U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND
HOTEL AND RESTAURANT SCHEDULE
(Firm)

1. FIRM NAME Hochschild-Kohen Tea Room
ADDRESS Lexington & Howard. Baltimore, Md.

2. TYPE of restaurant Tea Room Lunch & afternoon tea.
Person interviewed Miss Leonard
Position Mgr. of tearoom.

3. OCCUPATIONS — 4. NUMBER EMPLOYED

OCCUPATIONS	Men W	Men C	Men F	Women W	Women C	Women F	Boys W	Boys C	Boys F	Girls W	Girls C	Girls F	Total W	Total C	Total F
Waitresses,				25									25		
hostesses,				2									2		
~~brass trays~~ bus boys & clean,		2												2	
cooks,	2				1								2	1	
Butchers,	1												1		
Sandwich & salad				1	1								1	1	
Cleaning,					2									2	
Dishwasher,		2			4									6	
Store room,				1									1		
Checker,				1									1		

5. HOURS open for Business
Daily 9 -- 5:30 Sunday none Extra* 33 plus 12 --45

6. BASIS OF PAY
Hourly Weekly ✓ Extra None

7. MEALS furnished 2 Food Restrictions Yes, regulated by chef.
Money allowance for meals none. Price of meals couldn't tell.

8. LODGING FURNISHED None

9. UNIFORMS FURNISHED kitchen cap and apron. Laundered Yes for kitchen and dining room.

10. DEDUCTIONS Deposit on aprons for waitresses returned when they leave. Tips Yes, usual.

11. LABOR TURNOVER No figures.

Date May 23, 1921. Agent E. Benham.

(118) *Occasional dinner for a group of employees, perhaps once a month Not more than ½ hrs. extra.

U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND
HOTEL AND RESTAURANT SCHEDULE
(Firm)

1. FIRM NAME Hochschild Kohn Dept. Store, ADDRESS Howard & Lexington Baltimore, Md.

2. TYPE of restaurant Cafeteria for employees. Person interviewed Mrs. Miller, Position Mgr. of cafeteria.

3. OCCUPATIONS — 4. NUMBER EMPLOYED

OCCUPATIONS	Men W	Men C	Men F	Women W	Women C	Women F	Boys W	Boys C	Boys F	Girls W	Girls C	Girls F	Total W	Total C	Total F
Porter,		1												1	
Counter service and clean					8									8	
Cooks,					2									2	
Gen. kitchen help,					6									6	
Total		1			16									17	

45

5. HOURS open for Business
Daily 9 - 5:30 Sunday Extra None

6. BASIS OF PAY
Hourly Weekly ✓ Extra None.

7. MEALS furnished 2 Food Restrictions None
Money allowance for meals None Value of meals 50¢ for 2 meals estimate.

8. LODGING FURNISHED No

9. UNIFORMS FURNISHED Yes, caps and aprons Laundered yes

10. DEDUCTIONS None Tips None*

11. LABOR TURNOVER No figures

Date May 23, 1921 Agent E. Benham.

(118) *tips not allowed, some gifts allowed at holidays. This is quite customary.

C

9. General Description of Workroom.

(a) Location- cf. store conditions. A 6th floor. B 7th floor.

(b) Type of Building- A & B, both kitchens have tile floors, plaster walls, painted white, dining rooms, hard wood floors plaster walls, excellent conditions. Ceilings high enough. No crowding. Good arrangement.

(c) Approach to Workrooms- A. Dining room swept daily by one of bus boys, scrubbed weekly in general cleaning of store. Kitchen scrubbed daily by cleaning woman who also cleans table refrigerator woodwork, etc.

B. Dining room cleaned in general cleaning of store. Kitchen scrubbed daily by one of kitchen women.

(d) A & B. Steam heat in dining rooms. Heat of ranges in kitchens.

(e) See after g.

(f) Ventilation A. Dining room natural ventilation. Kitchen hoods with pipes leading to outside over ranges. Also exhaust fan above central range. Ranges are along one side wall next to windows.

B. Dining room, natural ventilation through windows.

Kitchen natural ventilation through windows and skylight satisfactory. No hood. One small range.

(g) Special Ventilation Problem- Problem of heat probably well taken care of.

(e) A. Dining room windows on two sides, natural light adequate. Cluster of small shaded lights near ceiling. Kitchen windows on two sides. Natural light adequate for most of room on cloudy day. Corner farthest from windows had electric lights burning, shaded, some low, near work, some above workers' heads. Seemed satisfactory. Other unshaded electric lights about room 2 or 3 feet above workers' heads. None faced light from windows.

B. Dining room windows on one side. Natural light adequate. Shaded electric lights near ceiling.

Kitchen windows on two sides and small skylight, adequate on cloudy day. Unshaded electric lights at intervals around room 2 or 3 ft. above workers' heads. None burning.

11. Occupations.

(a) List of occupations.

A. Full time waitresses do first setting up. All keep tables set up as used. No cleaning.

(b) Strains- Serve from ~~annex~~ arm-bus boy returns dirty dishes. Each waitress has station during busy period. 1 table for 4 and 2 for 2. Same for all regardless of distance from kitchen. During afternoon while serving tea, waitresses take turns, as customers are few and scattered.

(c) Strains from sitting and standing- Seats in kitchen. Waitresses are allowed to sit when not busy.

(d) Hazards- In kitchen, electric beater for cream, eggs, etc., Dishwasher, potato peeler, bread slicer.

11 Occupations (Cont'd).

~~10. Service and Welfare Facilities.~~

B (a) ~~Lunchroom~~-Cafeteria service. Maids serve from counter, some gather dishes from tables and clean tables.

(b) ~~Restroom~~- Have cart for gathering trays of dishes.

(c) ~~Cloakroom and Locker Facilities.~~ Boxes in kitchen. May go to restroom adjoining when not busy.

(d) Dishwasher, glass and silver must be done by hand. Bread slicer, potato peeler.

12. a,b,c, cf. store schedule.

c. 4. Toilets do not adjoin either kitchen or dining room.

d. A. Kitchen workers, caps and aprons, waitresses aprons, cf. face sheet.

B All caps and aprons, cf. face sheet.

13. a,b,c. cf. store schedule.

c. A Waitresses have separate dressing room partitioned off from store room with individual lockers. Rather bare room, clean. d. & e. cf. store schedule.

14. Employment Management.

a,b,c. Personal manager consulting with manager of A & B.

d. & e. cf. store schedule.

f. Managers of A. & B.

15. Home work-none.

16. None

13X

U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND RESTAURANT SCHEDULE
Hours

Establishment Tea room, Hochschild Kohn

Worker _____ Race ~~13 w 12 col~~ 10 w. 3 m. ~~8 w~~ 4 m Occupation 1 lunch 3 cleaners

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																												
Monday																											2	7 1/4
Tuesday																											2	7 1/4
Wednesday																											2	7 1/4
Thursday																											2	7 1/4
Friday																											2	7 1/4
Saturday																											2	7 1/4

x 1/2 hr. breakfast x 3/4 hr. dinner

Total Weekly 43 1/2

Worker 20 Race white Occupation waitress

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																												
Monday																											1	4
Tuesday																											1	4
Wednesday																											1	4
Thursday																											1	4
Friday																											1	4
Saturday																											1	4

Dinner after 3 P.M.

Total Weekly 24 mk.

Worker _____ Race _____ Occupation _____

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																												
Monday																												
Tuesday																												
Wednesday																												
Thursday																												
Friday																												
Saturday																												

Total Weekly _____

Date _____ Agent _____

(117)

95

135

U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND RESTAURANT SCHEDULE
Hours

Establishment Cafeteria Hochschild Kohn

Worker 16 (women) works same hours Race Colored Occupation Cl. face shut

HOURS

all same 8 45 — 4 30 to 4.45

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																												
Monday																											2	7
Tuesday																												
Wednesday																												
Thursday																												
Friday																												
Saturday																												

same every day

same every day

× Breakfast ½ hr. Dinner as they chose since they leave when work is finished. Dinner time excluded ½ hr. Leaving time 4.45 probable maximum

Total Weekly 42

Worker _____ Race _____ Occupation _____

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																												
Monday																												
Tuesday																												
Wednesday																												
Thursday																												
Friday																												
Saturday																												

Total Weekly _____

Worker _____ Race _____ Occupation _____

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																												
Monday																												
Tuesday																												
Wednesday																												
Thursday																												
Friday																												
Saturday																												

Total Weekly _____

Date _____ Agent _____

(117)

F. 96

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U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND
HOTEL AND RESTAURANT SCHEDULE
(Firm)

1. FIRM NAME Horn and Horn
ADDRESS 304 E. Baltimore St. Baltimore Md

2. TYPE of restaurant Lunch, self-service and Dining rom
Person interviewed C. Rembie,
Position Mgr.

3. OCCUPATIONS — 4. NUMBER EMPLOYED

	Men			Women			Boys			Girls			Total		
	W	C	F	W	C	F	W	C	F	W	C	F	W	C	F
Counter girls				4									4		
Cashiers				3									3		
Scrub women					2									2	
Asst. Mgr.	1												1		
Night mgr.	1												1		
Head waiters	3												3		
Waiters (Night)	4												4		
Waiters (Day)	18												18		
Counter men	5												5		
Cooks	8												8		
Buss boys		4												4	
Store room	1	4											1	4	
Pantry		5												5	
Dish washers		11												11	
Porter		1												1	
Total	41	25		7	2								48	27	

75

5. HOURS open for Business Daily Dining room- 11 A.M. - 9 P.M. Lunch room- all the time Self service- 11A.M.-3 P.M. Sunday Dining room and lunch room Extra N.R.

6. BASIS OF PAY Hourly Some hourly Weekly Some weekly Extra

7. MEALS furnished Yes Food Restrictions None except luxuries- those on Sunday.
Money allowance for meals None Value of meals Nothing to report

8. LODGING FURNISHED None

9. UNIFORMS FURNISHED By firm Laundered By firm

10. DEDUCTIONS Yes for breakage of dishes. Tips Yes

11. LABOR TURNOVER Force steady now- nothing to report.

Date May 26,1921 Agent Lenore Leins.

(118)

Memorandum

Horn and Horn
Baltimmre, Md.

9. a. In the heart of the retail district on one of the main car lines.

b. Three story red bruck building.

c. Approach to workrooms by means of outside entrances from the street. Building has both entrances on streets, one at each end of first floor. Two stairways to upper floors,one in each end, one open with hand railing and wide stairs for the use of patrons to second floor dining, the other from self service room to rear of upper floors, narros, outside light and door closing it at the bottom.

d.No fire escapes- building is fire prood. Chemical extinguishers but no automatic sprinkler.

10. b. Clean, airy and orderly rooms, wellarranged and equipped. Floors in resutaurant and self service where women work tile. Walls galvanized iron and painted light gray. Celings same as walls and 20 feet high. Aisles clear and wide. Good arrangement of work.

c. Cleaning done by two colored women at night and two men take these women's places one night a week. Floors are scrubbed by them, daily. Counter girls and men keep counters clean, buss boys tables and chairs.

a. Use of floors-
Basement- stores. No women here.
First floor- Lunch counter with tables and self service room.
Second floor- Dining room and kitchen. No women here.
Third floor- baking dept. No women here.

d. Steam radiators and pipes- even and adequate.

e. Light not sufficient in lunch room nor self service. Four light chandeliers burning all over the lunch room and self service- light very yellow and not glaring, white corrugated glass globes.Counters have the natural light from the side. Windows- large- on each end of the long narrow floors only.

f. Ventilation natural through windows and transoms . Circulation aided by large paddle fans.

g. Kitchen where no women work not inspedted, so no report on special problems.

11. For men's occupations see face sheet.
a. Counter girls wait on patrons at counter and straighten up, clean counter and get things ready for the self service as side work.
b. No trays to be carried by girls- all counter work. No stations, etc.
c.
d. Steam table and modern equipment.

12. a. Same as patrons- ice water and individual glasses.
b. Washing facilities same as patrons- one white enamelled basin in toilet room off from self service room.
1. Hot and cold running water.
2. Shaved soap.
3. Paper towels.

12. c.1 Toilet for women same as for patrons, off from self service room where most of the women work. Clean, tile floors, outside light and ventilation, electric light provided not needed on ordinary days, toilet paper, entirely enclosed room and one seat in separate compartment properly screened. Sign outside.
2. No instructions.
3. 9 women to one seat used by patrons also. 2 colored using it at night, 7 women during the day time.

d. Aprons provided and laundered by the firm.

13. a. At lunch counter.

b. No rest room.

c. Cloakroom with steel lockers onthe second floor. Outside light and ventilation. Electric cord light also provided.

d. 1. No medical examination.
2. None, except for cases of injury. Insurance taken with Maryland Casualty.
3. No first aid- they send the employees to the doctor if anything happens.

e. No other welfare.

14. a.b.c. Asst. Mgr. hires, fires and transfers.

d. Records kept.

e. See face sheet.

f. No training done nor needed.

15. Nothing to report.

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(a)

U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND RESTAURANT SCHEDULE
Hours

Establishment Horn & Horn

Worker 4 Race White Occupation counter girls

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																												
Monday									X							X											½ ½	8
Tuesday									X							X											½ ½	8
Wednesday									X							X											½ ½	8
Thursday									X							X											½ ½	8
Friday									X							X											½ ½	8
Saturday									X							X											½ ½	8

Total Weekly 48

Worker 1 Race White Occupation Cashier

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday *																												
Monday													X														1hr	8
Tuesday													X														1hr	8
Wednesday													X														1hr.	8
Thursday													X														1hr.	8
Friday													X														1hr.	8
Saturday													X														1hr.	8

* One day a week or every other Sunday N Total Weekly 48

Worker 1 Race White Occupation Cashier

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday *																												
Monday																X											1hr	8
Tuesday																X											1hr	8
Wednesday																X											1hr	8
Thursday																X											1hr	8
Friday																X											1hr	8
Saturday																X											1hr	8

* One day a week or every other Sunday N. Total Weekly 48

Date May 26, 1921
(117)

Agent Lenore Lewis.

(b)

U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND RESTAURANT SCHEDULE
Hours

Establishment Horn & Horn

Worker 1 Race White Occupation Cashier

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday	X															X												
Monday																X										1 hr	8
Tuesday																X										1 hr	8
Wednesday																X										1 hr	8
Thursday																X										1 hr	8
Friday																X										1 hr	8
Saturday																X										1 hr	8

* One day a week or every other Sunday

Total Weekly 48

Worker 2 Race Colored Occupation Scrubbing

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																												
Monday			X						X																	1 hr	8
Tuesday			X						X																	1 hr	8
Wednesday			X						X																	1 hr	8
Thursday			X						X																	1 hr	8
Friday			X						X																	1 hr	8
Saturday			X						X																	1 hr	8

Total Weekly 48

Worker _____ Race _____ Occupation _____

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																												
Monday																												
Tuesday																												
Wednesday																												
Thursday																												
Friday																												
Saturday																												

Total Weekly _____

Date May 26, 1921
(117)

Agent Lenore Lewis

F. 96

U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND
HOTEL AND RESTAURANT SCHEDULE
(Firm)

1. FIRM NAME Hyde's Lunch. ADDRESS Baltimore.
Owner, Mr. Hyde.
2. TYPE of restaurant Cafeteria 1 meal "arm chairs" and tables. Person interviewed Mr. Steinman.
Position

3. OCCUPATIONS — 4. NUMBER EMPLOYED

	Men			Women			Boys			Girls			Total		
	W	C	F	W	C	F	W	C	F	W	C	F	W	C	F
Kitchen cook.				1	-	-							1		
Pantry and dish				-	2	-							-	2	
Sandwich girls				2	-	-							2		
Dishwasher	1	-	-										1		
Bakery	2	-	-										2		
Cafeteria-Mgr. (not owner)	1	-	-										1		
Counter boys and girls	2	--	-	3	-	-							5		
Bus boys	-	3	-										3	3	
Cashier				1	-	-							1		
Candy clerk				1	-	-							1		
Total	6	3		8	2								14	5	

19

5. HOURS open for Business 7 - 5 Closed. No.
Daily 10h Sunday Extra

6. BASIS OF PAY
Hourly Weekly Yes. Extra

7. MEALS furnished 2 Food Restrictions Same as customers.
Money allowance for meals -- Value of meals 35¢

8. LODGING FURNISHED No

9. UNIFORMS FURNISHED No Laundered -

10. DEDUCTIONS None. Tips No.

11. LABOR TURNOVER Boys and kitchen help 6-8 yrs. Girls about a year.

Date May 24, 1921. Agent M.R.L.
C

(118)

9. General description of building:

(a) Location: Down-town. Business office section.

(b) Type of building: Building antedates fire. Not too old. 3 stories high. Brick.

(c) Approach to workrooms: Approach via street sidewalk and rear alley to 1st floor.

(d) Fire Protection: No outside fire escape. (Recently inspected and more buckets ordered. 3rd floor used only as a lodge room for the U. V. F. W. Stairways rear and front, enclosed, wood walls and doors. No elevators in building. No fire walls and doors. 3 exits on first floor, open in. No exit signs. No obstructions. No sprinklers. A few buckets and extinguishers.

10. Workroom Conditions:

(a) Description of use of floors:
Basement - furnace only.
1st floor- cafeteria.
2nd floor- bakery. Dressing rooms (over ½ the 1st floor.)
3rd floor- U. V. F. W. organization.(" " " " ")

(b) General impression of workrooms: Dining room - Floors hardwood, good condition, walls partly covered with framed engravings of "all the presidents down to Harding." Mirrors on one side for a section of wall space. Walls white and in repair. Ceilings high (15 ft.) aisles wide. Room spacious. Counter arrangement allows quick service. Kitchen walls and ceilings clean and white.
(c) Cleaning: 3 busboys (colored) sweep afternoons 3- 4 P.M. and scrub mornings 7-9 daily.

(d) Heating: Steam heat. Even and adequate properly.

(e) Lighting: Dining room - 10 large skylights (ribbed glass) and large front windows (plate glass). Half the long way of the buildings is 1 story. Indirect electric lighting in good condition.
Kitchen: 2 skylights. 3 windows, clear glass. One semi-local electric bulb over kitchen sink, unshaded.

(f) Ventilation: Transom over 2 doors between dining room and kitchen. Kitchen has exhast fan at rear and hood over gas range, also small paddle fan. All skylights have small ventilators. Probably adequate.

(g) Special ventilation problems: None.

11. Occupations:
(a) List: (See # 3.) Bakery had a baker and helper for bread, cake and pastry. Counter boys and girls wipe off counters and busboys clean up armchairs and tables. The cook supervises kitchen cleaning by 2 colored pantry girls. Man dishwasher sweeps.

(b) Strains: No tray service. Tables for 40 seats, arm chairs for 85.

(c) Strains from standing or sitting: In kitchen 6 stools without backs. Kitchen workers eat in kitchen (self service.)

(d) Hazard: No special equipment.

12. Sanitation:

(a) Drinking facilities: Dining room- 2 faucets and white enamel drainage device in side walls, with individual paper "dixie cups." Cooled water.
Kitchen- nothing extra.

(b) Washing facilities: Washing facilities for all women workers on 2nd floor, rear at head of kitchen stairs, near toilet. A white bowl, fair condition. (Perhaps not used.) No hot water, no soap, no towels. Girls use "paper napkins or toilet napkins." Lockers in room for individual belongings.

(c) Toilets: One toilet (see 12b) for white girls, 2nd floor, and one for colored girl, in the basement. One seat in each, claen, swept; 2nd floor seat has door partitioning from main dressing and wash room, the latter with windows. Both toilets were hand flush, in repair. Toilet paper. No electric lights (as not in use after 5 PM) (Both near kitchen stairways). Small basement window outside closed basement toilet. Dressing room has a door on the stairway near the foot so that kitchen is shut off from a weighted door or self closing door. No instructions. Kept clean by the workers themselves. No porter cleaning. Clean except wash bowl.

(d) Uniforms: No uniforms. Some wore small white aprons not furnished, nor laundered.

13. Service and Welfare facilities: (a) Lunchroom:- Service workers eat at tables in public dining room. Kitchen workers in kitchen. Have same food as cutomers.

(b) Rest room: No rest room. Busy time 11-2 and short working day. Can sit when not busy. (Counter girls have 4 or 5 stools.)

(c) Cloakroom: Dressing rooms 2nd floor. Individual, steel, ventilated lockers. Kitchen force has one room which they must keep clean and service force has room with toilet and wash bowl which they keep clean. Colored girls have hooks on walls of basement stairway.

(d) Health service: 1st aid supplies keptt by the manager and administered by him. No records, no accidents.

13. (e) Other welfare: Manager wears a medal for 25 years service with the firm but could not tell about insurance. Mr. Hyde, an old man, came in during inspection, and thought he was sure he carried compensation insurance, he said his two sons looked out for it and they ran another cafeteria.

14. Employment Management:

(a,b.c) Hiring, firing, transferring: Manager.

(d) No records or figures.

(e) " " " "

(f) Manager directs work of beginners. Had no training but expetience.

15. None. (Home work.)

16. None. (Lodgings)

140

U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND RESTAURANT SCHEDULE
Hours 2 sheets.

Establishment Hyde's Lunch - Baltimore.

Worker 5 women - (1 man) Race White 3 Occupation Kitchen workers. 5
1 cook, 2 pantry + dish, 2 sandwich girls. Col. 2.

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday								Not open																		—	—	—
Monday																										2	0	8
Tuesday																										2		8
Wednesday																										2		8
Thursday																										2		8
Friday																										2		8
Saturday																										2		8

Same

Total Weekly 48

Worker 3 counter girls (2 counter boys, 3 busboys) Race White 3 Occupation Cafeteria workers. 3

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday								Not open																		—	—	—
Monday																										2	0	9
Tuesday																										2		9
Wednesday																										2		9
Thursday																										2		9
Friday																										2		9
Saturday																										2		9

Same

Total Weekly 54

Worker 1 cashier - woman. Race White Occupation Cafeteria. 1

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday								Not open																		2	—	—
Monday																										2	0	8
Tuesday																										2		8
Wednesday																										2		8
Thursday																										2		8
Friday																										2		8
Saturday																										2		8

Same

Cont'd on Sheet 2.

Total Weekly 48

Date May 24, 1921 Agent M. R. L.
(117)

U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND RESTAURANT SCHEDULE
Hours Sheet 2.

Establishment Hyde's Lunch. Baltimore

Worker 1 candy clerk (woman) Race white Occupation Sales. 1

	HOURS (M 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 M 12)	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday	Not open	—	—	—
Monday		1	0	8
Tuesday		1		8
Wednesday		1		8
Thursday		1		8
Friday		1		8
Saturday		1		8

Total Weekly 48

Worker _____ Race _____ Occupation _____

	HOURS (M 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 M 12)	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Total Weekly _____

Worker _____ Race _____ Occupation _____

	HOURS (M 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 M 12)	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Total Weekly _____

Date _____ Agent _____

(117)

F. 96

U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND
HOTEL AND RESTAURANT SCHEDULE
(Firm)

1. FIRM NAME J.G.McCrory's 5 and 10¢ Store Concession to W.F.Wilkinson

ADDRESS 209 W. Lexington St. Baltimore, Md.

2. TYPE of restaurant Lunchroom

Person interviewed D.G.Smit

Position Manager

3. OCCUPATIONS — 4. NUMBER EMPLOYED

OCCUPATIONS	Men W	Men C	Men F	Women W	Women C	Women F	Boys W	Boys C	Boys F	Girls W	Girls C	Girls F	Total W	Total C	Total F
Cook					1									1	
Asst. Cook					1									1	
Waitresses					6									6	
Cashier				1									1		
Counter girl				1									1		
Dish washer					1									1	
Silver girl					1									1	
General work					1									1	
Total				2	11								2	11	

13

5. HOURS open for Business
Daily 9 to 5:30 P.M. Sunday None Extra None

6. BASIS OF PAY
Hourly Weekly Yes Extra

7. MEALS furnished 2 Food Restrictions Luxuries
Money allowance for meals Value of meals No report

8. LODGING FURNISHED None

9. UNIFORMS FURNISHED Aprons by firm Laundered Yes by firm

10. DEDUCTIONS None Tips Sometimes, the mgr does not pay attention.

11. LABOR TURNOVER No report

Date May 21, 1921 Agent Lenore Leins.

(118)

9. General Description of Building-
a.b.c.d. See report for J.G.McCrory's 5 and 10¢ Store.

10. Workroom Conditions-

a. Rear of basement is used for lunchroom and kitchen.

b. Kitchen well arranged and compact. Floors hard wood and clean, Scrubbed daily. Walls and ceilings plastered and painted light gray, appeared somewhat dingy in places. Ceiling about 12 feet high.

c. Cleaning is done by the women in the kitchen. They take turns at scrubbing the floors on their knees, daily.
d. By the stoves, for cooking.

e. Lighting- Some hanging cord lights burning but natural light from the door to elevator opening directing from the outside into the kitchen and from windows near the ceiling.

f. The stoves are located in a small alcove with a hood extending over the entire alcove and a window above the stove with an electric suction fan in it. Air fairly good.

g. See above f,

11. Occupations: See face sheet, for a.
a. No men. The girls who wait on table fold napkins, fillbowls, etc, as side work.
b. Strains of working in the heat and under artificial light. Strains of carrying small trays. Girls each have a station with 2 tables and from 12-16 seats.
c. Strain from standing as no seats were provided in the kitchen.
d. A counter at the rear of the lunchroom has food kept on ice and steam tables. Kitchen equipment is good with refrigerators, sinks for washing dishes, etc.

12. Sanitation-
a. Cold water faucets at sink, also water coolers in lunchroom.

b. Sink in kitchen with hot and cold running water, bar soap, but no special towels noted.

c. Toilets One seat in a small compartment built into the kitchen. The partition goes to the ceiling, there is a door on the compartment enclosing it entirely and it has outside light and ventilation.
2. No instructions noted.
3. One seat for 13 women.

13. Service and Welfare Facilities-
a. Employees eat on kitchen table- no chairs.

b. None.
c. Small space is partitioned off from the kitchen by a 6 foot screen- used as a dressing room- it has a seat in it. Also nails for wraps.
Only colored in kitchen & dining room - except 2 girls who probably use the store toilet.
d.1. None.
2. None
3. None except what can be obtained in the store.

Memorandum-

14. a.b.c. Mr. Smit, the manager, does all this work.

d. No records are kept.

e. No report.

f. The girls who are hired usually are experienced workers and do not need any training. Mr. S. stated that it takes a day or so for them to get used to their job but no real training.

15. Nothing to report.

F. 96

142

U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND
HOTEL AND RESTAURANT SCHEDULE
(Firm)

1. FIRM NAME Rectors

ADDRESS Baltimore.

2. TYPE of restaurant restaurant

Person interviewed Dr. W O E N. B. Rhinaman

Position Manager & Owner.

3. OCCUPATIONS — 4. NUMBER EMPLOYED

OCCUPATIONS	Men W	Men C	Men F	Women W	Women C	Women F	Boys W	Boys C	Boys F	Girls W	Girls C	Girls F	Total W	Total C	Total F
Waitresses.				4											
Pastry girl					1										
waiter.	10	1													
Kitchen.	9														
													4	2	19
Total.	19	1	0	4	1	0	0	0	0	0	0	0			

25

5. HOURS open for Business Not posted.
Daily 9 a.m.* 12 p. Sunday 3 - 11:30 Extra holidays only

6. BASIS OF PAY
Hourly Weekly weekly Extra hourly rate

7. MEALS furnished 3 daily Food Restrictions None
Money allowance for meals None Value of meals

8. LODGING FURNISHED
None

9. UNIFORMS FURNISHED Laundered
None None

10. DEDUCTIONS Tips Women average $30-$40 weekly.formerly $80
None

11. LABOR TURNOVER
high-new ones all the time

Date May 28, 1921. Agent E. G. Knowles

(118) *women do not come till noon.

9. Description of Building.
(a) Location-center of block in retail district.
(b) Type of Building- Old. -1-4 stores-2 -brick.
(c) Approach to Workrooms- dining room and kitchen entered from streets. 1st floor only.
(d) Fire Protection. 1 story (occupied by firm). No escapes.
2 front street door opens out.
3. no fire walls or doors.
4. Front opens out.
5. No exit signs.
6. No obstruction.
7. No sprinklers, or extinguishers.
8. No inflammable material.

10. Workroom Conditions.
(a) General Description of Use of Floors-
Kitchen in rear, dining room front.
(b) General Impression of Workrooms- Dining room artificially lighted, and rather gloomy. floors and walls clean. 2. 15 ft. dining room. 3. Aisles open. 4. Satisfactory.
(c) Cleaning- By colored janitor between hours regularly.
(d) Heating- Steam, adequate and even.
(e) Lighting-not good in dining room. 1 natural insufficient and at 2 P.M. gave impression of glare because of bad arrangement of electric part way back from street light.
2. Indirect, shades.
3. Windows only across front.
4. -----
(f) Ventilation- Small fans in dining room.
(g) Special Ventilation Problem-Heat in kitchen-did not affect 1 woman worker who works near doorway to dining room.

11. Occupations.
(a) Waitresses have no side work, such as cleaning.
(b) Strains-There seemed to be no special strain from trays. Girls walked only a short distance.
(c) Strains from sitting and standing- Kitchen worker could sit when not busy. Waitresses sat at table in rear of room.
(d) Hazards- N.R.

12. Sanitation.
(a) Drinking Facilities- 1. Ice water supplied for patrons.
(b) Washing Facilities-Ladies' room in rear of dressing room for waitresses-colored girl used basement ~~on~~ 4th floor, statements did not agree.
1. Hot and cold water.
2. Liquid soap.
3. Paper towels.
(c) Toilets-1. 2 compartments in above room 12-b for waitresses electric light, well ventilated, cleaned daily by colored man-paper.
2. No instructions posted but manager said he tries to enforce it. 3. 2 girls per seat plus customers. (Manager and kitchen girl disagreed as to which toilet the latter used. She had been there only one day and had never worked in a restaurant before, so her replies might have been inaccurate.)

12. Sanitation,(con.)

(d) Uniforms-Workers furnished their own small white aprons which they wore with plain white waists and black skirts. Laundered own aprons. Vegetable girl-colored, had large white apron supplied and laundered.

13. Service and Welfare Facilities-

(a) Lunchroom- Waitresses ate in dining room and colored woman in kitchen.

(b) Restroom-No restroom. - girls go home-one lives within 3 blocks-120 minutes ride away.

(c) Cloakroom and Locker Facilities- No cloakroom. Girls hang hats and coats on rack outside door of ladies' room. (1 colored girl left her hat in basement).

(d) Health Service- None.

1. Medical Examination-None.
2. Records-None.
3. First Aid Equipment- no first aid.

14. Employment Management.

a,b,c. Hiring, Firing and Transferring-Manager.

d. Records- no records.

e. Labor turnover- turnover high-no figures.

f. Training-no training in plant.

142

U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND RESTAURANT SCHEDULE
Hours

Establishment Rectors

Workers 4 Race white Occupation waiters

	HOURS																									MEALS		TOTAL HOURS
	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	No. On duty	Off * duty	
Sunday																		*							*		2	7
Monday													*		*										*		3	9
Tuesday													*		*										*		3	9
Wednesday													*		*										*		3	9
Thursday													*		*										*		3	9
Friday													*		*										*		3	9
Saturday																												

* 60 minutes

Total Weekly 52

Worker 1 Race Negro Occupation party girl

	HOURS																									MEALS		TOTAL HOURS
	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	On duty	Off duty	
Sunday												*														30-60 min	1 *	~~9½~~ 10
Monday												*														" "	1	~~9½~~ 10
Tuesday												*														" "	1	~~9½~~ 10
Wednesday												*														" "	1	~~9½~~ 10
Thursday												*														" "	1	~~9½~~ 10
Friday												*														" "	1	~~9½~~ 10.
Saturday																												

Total Weekly ~~57~~ 60

Worker _____ Race _____ Occupation _____

	HOURS																									MEALS		TOTAL HOURS
	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	On duty	Off duty	
Sunday																												
Monday																												
Tuesday																												
Wednesday																												
Thursday																												
Friday																												
Saturday																												

Total Weekly _____

Date May 28, 1921
(117)

Agent Ethel Ross

F. 96

U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND
HOTEL AND RESTAURANT SCHEDULE
(Firm)

143

1. FIRM NAME Round Robin Inn
ADDRESS 23 W. Saratoga St. Baltimore, Md.

2. TYPE of restaurant Restaurant & Tearoom
Person interviewed T. E. Bourne,
Position Prop. & Mgr.

3. OCCUPATIONS	4. NUMBER EMPLOYED														
	Men			Women			Boys			Girls			Total		
	W	C	F	W	C	F	W	C	F	W	C	F	W	C	F
Waitresses.				4									4		
Cooks.		2												2	
Pastry cook.					1									1	
Laundress.					1									1	
Dish washers.					2									2	
Total.		2		4	4								4	6	

10

5. HOURS open for Business
Daily 7 A. M. to 7:30 P.M. Sunday None Extra

6. BASIS OF PAY
Hourly Weekly Yes Extra

7. MEALS furnished Yes Food Restrictions Luxuries.
Money allowance for meals No Value of meals No report.

8. LODGING FURNISHED No

9. UNIFORMS FURNISHED No, employees furnish their own Laundered No, by employees.

10. DEDUCTIONS Yes, for breakage of dishes. Tips Yes.

11. LABOR TURNOVER steady

Date June 7, 1921 Agent Lenore Leins.

(118)

Round Robin Inn,
Baltimore,.

9. General Description of Building.
(a) Location- in the heart of the retail district. Near several car-lines.
(b) Type of Building- Three story brick building.
(c) Approach to workrooms- Entrance through small vestibule from the street entrance into dining room on one side and into hall leading to kitchen in the rear. No stairways except to the basement as the restaurant is on the firstfloor. Stairways to basement wooden, enclosed with electric light burning, no hand rail.
(d) Fire Protection- No fire escapes, automatic sprinkler, hose or fire extinguishers.

10. Workroom Conditions.
(a) General Description of Use of Floors- First floor front is used for the restaurant, the rear for the kitchen with pantry and the basement for laundry.
(b) General Impression of Workroom- Kitchen compact-well arranged. Floors wooden, clean. Walls plastered and painted, not very light. Ceilings same as the walls, about 10 feet high. Arrangement of work-good, ample aisle space in the kitchen.
(c) Cleaning- done daily by the dish washers. Waitresses take care of the tables in the dining room.
(d) Heating- Steam radiators.
(e) Lighting- Natural light in the dining room, sufficient. In the kitchen hanging cord lights burning, without shades. Windows on one side of kitchen. Light through door in the next room used for pantry. Tables in kitchen before windows.
(f) Ventilation- Exhausts put into one side of wall in kitchen with electric fan. Windows furnish natural ventilation.
(g) Special Ventilation Problem-See above.

11. Occupations. (a)
Side work of girls consists of washing silver, filling sugar bowls, salt and peper cellars and keeping tables clean.
(b) Strains-small trays are used and placed on serving tables. New girls are given 14 chairs, old girls 16-they each have their stations.
(c) Strains from sitting and standing- In the pantry between the dining room and kitchen, there are several chairs at asmall table where the waitresses can sit, saw one sitting there at time of visit. Chairs also in kitchen.
(d) Hazards- Kitchen not large and no large mass production-so not much machinery.

12. Sanitation
(a) Drinking Facilities. Glasses and cold city water from the hydrants, same as the patrons.
(b) Washing Facilities- One wash basin, white enameled, with cold running water only in a small dressing room off from the pantry and hallway between the dining room and kitchen. 2 Bar of soap. 3. Towels hanging at the basin.

12. Sanitation. (con.)
(c) Toilets- One seat in small room off from the hallway between kitchen and dining room. Entirely enclosed room, electric lighted, no outside light or ventilation. Toilet paper furnished, very clean, no odors. Sign on the door for "Ladies". Used by the waitresses.
One seatin the back yard, flush toilet, no paper, no sign on the door, bad odor about the toilet. For colored women. and men.
2. No instructions noted.
3. Two seats for 10 employees. One seat for 4 white women. One seat for 2 colored men and 4 colored women.
(d) Uniforms-see face sheet.

13. Service and Welfare Facilities-
(a) Lunchroom-None-small table in kitchen for kitchen help-chairs.
(b) Restroom-None.
(c) Cloakroom and Locker Facilities- Nails on wall of wash room for wraps of waitresses.
(d) Health Service- 1. Medical examination-no medical examination
2. Records-no health records-except in case of injury-Liability Insurance with the London Guarantee & Accident Co.
3. First Aid Equipment-Nothing but peroxide on hand.
(e) Other Welfare Work-None.

14. Employment Management
(a) (b) (c) Hiring, Firing and Transferring-Mr. B. does all.
d. Records-no records except the time book with names and addresses.
e. Labor turnover-see face sheet.
f. Training-no report.

15. Home work-Nothing to report.

(a.)

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U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND RESTAURANT SCHEDULE
Hours

Establishment Round Robbin Inn

Worker 1 Race White Occupation Waitress 1

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																											(Irregular times)	
Monday																											1/2 1/2	8
Tuesday																											1/2 1/2	8
Wednesday																											1/2 1/2	8
Thursday																											1/2 1/2	8
Friday																											1/2 1/2	8
Saturday																											1/2 1/2	8

Total Weekly 48

Worker 1 Race White Occupation Waitress 1

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																												
Monday																											1/2	8
Tuesday																											1/2	8
Wednesday																											1/2	8
Thursday																											1/2	8
Friday																											1/2	8
Saturday																											1/2	8

Total Weekly 48

Worker 1 Race White Occupation Waitress 1

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																												
Monday																											1/2 1/2 1/2	8
Tuesday																											1/2 1/2 1/2	8
Wednesday																											1/2 1/2 1/2	8
Thursday																											1/2 1/2 1/2	8
Friday																											1/2 1/2 1/2	8
Saturday																											1/2 1/2 1/2	8

Total Weekly 48

Date (11) June 7, 1921 Agent Lenore Leine

(b.)

U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND RESTAURANT SCHEDULE
Hours

Establishment Round Robin Inn

Worker 1 Race White Occupation Waitress

	HOURS (M 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 M 12)	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday				
Monday				1½
Tuesday				1½
Wednesday				1½
Thursday				1½
Friday				1½
Saturday				1½

Total Weekly 9 out

Worker 1 Race Colored Occupation Pastry cook. 1

	HOURS (M 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 M 12)	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday				
Monday			½	7
Tuesday			½	7
Wednesday			½	7
Thursday			½	7
Friday			½	7
Saturday			½	7

Total Weekly 42

Worker 1 Race Colored Occupation Laundress 1

	HOURS (M 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 M 12)	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday				
Monday			½ ½	7
Tuesday			½ ½	7
Wednesday			½ ½	7
Thursday			½ ½	7
Friday			½ ½	7
Saturday			½ ½	7

Total Weekly 42

Date June 7, 1921
(117)

Agent Lenore Lewis

(e)

U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND RESTAURANT SCHEDULE
Hours

Establishment Round Robbin Inn

Worker 1 Race Colored Occupation Dishwasher 1

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																												
Monday																											1/2 1/2	8
Tuesday																											1/2 1/2	8
Wednesday																											1/2 1/2	8
Thursday																											1/2 1/2	8
Friday																											1/2 1/2	8
Saturday																											1/2 1/2	8

Total Weekly 48

Worker 1 Race Colored Occupation Dishwasher 1

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																												
Monday																											1/2	8
Tuesday																											1/2	8
Wednesday																											1/2	8
Thursday																											1/2	8
Friday																											1/2	8
Saturday																											1/2	8

Total Weekly 48

Worker _____ Race _____ Occupation _____

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																												
Monday																												
Tuesday																												
Wednesday																												
Thursday																												
Friday																												
Saturday																												

Total Weekly _____

Date June 7, 1921
(117)

Agent Lenore Leine

F. 96

144

U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND
HOTEL AND RESTAURANT SCHEDULE
(Firm)

1. FIRM NAME Steward & Co. Cafe. ADDRESS Howard & Lexington Baltimore Md.

2. TYPE of restaurant Cafe Person interviewed Miss Evans, Cafe Mgr., G.R. Russell, Supt. Position

3. OCCUPATIONS 4. NUMBER EMPLOYED

	Men			Women			Boys			Girls			Total		
	W	C	F	W	C	F	W	C	F	W	C	F	W	C	F
Cooks		3												3	
Dishwasher.		1												1	
Helpers(kitchen)		2			8									10	
Waitresses.				22									22		
Manager.				1									1		
		6		23	8								23	14	

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5. HOURS open for Business
Daily 11:30 A.M. to 3 P.M. 3½ h. Sunday No Extra None

6. BASIS OF PAY
Hourly Weekly Yes Extra

7. MEALS furnished Yes Food Restrictions Luxuries.
Money allowance for meals None Value of meals No report.

8. LODGING FURNISHED
None

9. UNIFORMS FURNISHED
Aprons, caps and coats, furnished by firm Laundered Yes, by firm.

10. DEDUCTIONS
None Tips Yes-

11. LABOR TURNOVER
No report.

Date May 20, 1921. Agent Lenore Leins.

(118)

C.

9. General Description of Building-
a,b,c.d. See report for Steward and Co., Dept. Store.

10. Workroom Conditions.
(a) General Description of Use of Floors-Kitchen and cafe occupy part of the 6th floor of the building.
(b) General Impression of Workroom-Cafe light, airy and orderly, furnished very plainly. Walls and ceilings like the rest of the store, plastered and painted a very light cream. Kitchen was hot and smoky. Walls painted a darker color and grimy. Ceilings high, also plastered and painted gray-grimy. Floors hard wood and clean. Work well arranged and aisles clear and free. Dish washing department and serving tables next to the respective doors of entrance and exit.
(c) Cleaning-Helpers and man doing general work do the cleaning of floors, tables, etc., daily, by scrubbing after the rush times.
(d) Heating-Steam and the cooking stoves, at time of visit this room, (the kitchen) was exceedingly hot.
(e) Lighting-Sufficient natural light from the windows on one side. Electric hanging cord lights furnished.
(f) Ventilation-Hoods over cooking room and one big electric window fan provided for ventilation but evidently not sufficient as the room was filled with vapor and smoke.
(g) Special Ventilation Problem- See above under 10 f.

~~11. Occupations.~~ ~~MEN~~

	Race W.	Race C.
Cooks,		3
Helpers,		2
Dishwasher,		1
Total,		6

Side work of the waitresses consists in keeping tables furnished with silver, keeping sugar bowls and salt cellars, etc. filled.
(b) Strains- Girls carry the food on small trays which they place on small tables near their stations. Each girl has 3 tables of 10 or 12 seats.
(c) Strains from sitting and standing- Chairs provided in the kitchen, 3 or 4 together.
(d) Hazards- Dish washing machines, separate refrigerators for the various kinds of food, percolators and fairly good equipment.

12. Sanitation.
(a) Drinking Facilities- Cold water faucets in sinks.
(b) Washing Facilities- Washing facilities-hot and cold water faucets in sinks, soap and towels hanging about, besides the accommodations in the employees toilet room on the 7th floor, see store report.
(c) Toilets- See store report.
(d) Uniforms- See face sheet for cafe.

13. Service and Welfare Facilities.

(a) Lunchroom- Small table in one corner of the kitchen is used by the kitchen employees for their meals. One chair is furnished here.

(b) Restroom-No report.

(c) Cloakroom and Locker Facilities-No report.

(d) Health Service-see report for dept. store.

(e) Other Welfare Work-see report for dept. store.

14. See report for department store.

15. Home work-Nothing to report.

95

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U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND RESTAURANT SCHEDULE
Hours

Establishment Steward & Co. Cafe' Howard & Lexington St.

Worker 14 Race Colored Occupation 3 cooks (men) 1 dish washer (men) 10 helpers (2 men + 8 women)

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																											+ +	
Monday																											½ ½	8
Tuesday																											½ ½	8
Wednesday																											½ ½	8
Thursday																											½ ½	8
Friday																											½ ½	8
Saturday																											½ ½	8

Total Weekly 48

Worker 22 (all women) Race White Occupation Waitresses

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3½	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																												
Monday																											1 *	4
Tuesday																											1 *	4
Wednesday																											1 *	4
Thursday																											1 *	4
Friday																											1 *	4
Saturday																											1 *	4

* These girls get rolls and coffee at 11:30 before they begin work.

Total Weekly 24 out.

Worker Race Occupation

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																												
Monday																												
Tuesday																												
Wednesday																												
Thursday																												
Friday																												
Saturday																												

Total Weekly

Date May 20, 1921 Agent Lenore Lewis

(117)

F. 96

145

U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND
HOTEL AND RESTAURANT SCHEDULE
(Firm)

1. FIRM NAME Southern Hotel Cafeteria & Kitchen for both cafeteria & restaurant. ADDRESS Redwood & Light. Baltimore, Md.

2. TYPE of restaurant cafeteria. Person interviewed H. Chollet, chef. Position

3. OCCUPATIONS — 4. NUMBER EMPLOYED

	Men			Women			Boys			Girls			Total		
	W	C	F	W	C	F	W	C	F	W	C	F	W	C	F
Cooks.			18												18
Pastry cook.			4												4
Bread maker.			3												3
Pot wash. etc.			8												8
Counter.			2	7									7		2
Carver.			1												1
Bus girls cafeteria				3									3		
Salad makers & prepor food				3									3		
Dish washers.				11									11		
Forewoman, pantry, clean veg.			36	1 1									1 1		36

5. HOURS open for Business 6 --12:30 work in kitchen
Daily 7 - 2:30, 5-8 Sunday cafeteria open. kitchen, yes. Extra No

6. BASIS OF PAY Hourly semi-mo. ~~Weekly~~- Extra paid for overtime; cf. note on hours.

7. MEALS furnished Food Restrictions Kitchen help*
Money allowance for meals None Value of meals 33⅓¢ estimate.

8. LODGING FURNISHED None

9. UNIFORMS FURNISHED cafeteria help and cooks. Laundered Yes.

10. DEDUCTIONS None Tips Some received by girls who gather dishes

11. LABOR TURNOVER no figures.

Date May 25. Agent E. Benham.

(118)* Regular meal served to kitchen help. Therefore, no choice. Girls in cafeteria serve themselves at counter. Stated no restrictions.

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C

Hours.

Southern Hotel cafeteria,
Balto.

No one could give a regular schedule of women's hours. I was referred to the time cards and took for each woman the hours for each day of her last week as recorded. Both time keepers stated women were supposed to work 8 hours a day, but might be shifted around if the hotel was short of help, or some one sick. The very irregular hours of a few women may easily represent overtime or undertime on those particular days.

One timekeeper also stated that meal hours were 7:30 A.M., 11:30 A. M., 5:30 P. M., and 10 P. M. That all had about the same hours and were supposed to have ½ hour, but that sometimes if work piled up they were expected to go to work as soon as they had eaten. I have gone on the basis of ½ hr. for each of these meals. No doubt they are more irregular than this both as to duration and time. As to overtime, timekeeper stated all were paid for overtime at the same rate as for regular time.

9. General Description of Building.

(a) Location-In business section on carlines.

(b) Type of Building-Modern Hotel building. 13 stories, concrete construction.

(c) Approach to Workrooms- Concrete stairs and short hall lead from alley exit past timekeeper's desk to kitchen; concrete stairs from kitchen up one flight to pantry, and up a second flight to dressing rooms. All have iron hand rails and are well lighted.

(d) Fire Protection. Kitchen and cafeteria in half basement and pantry on first floor. No fire escape for these.

Street exits one from one side of cafeteria up a few steps to street, inside door swinging, outside door opens in. Usually stands open. Exit by timekeepers desk, door opens out. Exit from pantry into main part of hotel or down stairs and through kitchen. One elevator serves kitchen and is at rear of kitchen in corner farthest from outside exit. No exit signs. No obstructions. Hand extinguishers and fire hose. Hotel has own fire engine. No inflammable material.

10. Workroom Conditions.

(a) General Description of Use of Floors- Sub-basement contains Laundry, heat & power plants; Basement contains cafeteria, kitchen, barber shops, lavatories, stock rooms.

Other floors, usual hotel rooms and service.

(b) General Impression of Workroom- Floors tile, walls plaster, painted, good condition. Ceilings high enough, aisles wide enough no crowding. Work well arranged.

(c) Cleaning- Halls cleaned in general cleaning of hotel. Did not note. Good condition and clean.

Floors, kitchen and pantry scrubbed every night by regular scrub ~~woman~~man. Cafeteria scrubbed every night by regular scrub woman.

Workers keep own tables clean as needed.

(d) Heating-steam heat and heat from ranges, in kitchen. Adequate. and fairly even.

(e) Lighting- Half windows on two sides of cafeteria adequate. for tables near these sides. About half of ~~worn~~ room, will always need artificial light. Shaded electric light on pillars and walls about 3 or 4 ft. above workers' heads.

Kitchen half windows on two sides but light almost entirely obstructed because here windows are below street level. Artificial light always needed. Electric lights most near ceiling some on walls, some have small shades, some none. Always burning and adequate.

Small pantry between cafeteria and kitchen, has no windows. Unshaded electric lights above workers' heads. Pantry on first floor. Windows on one side, no light, airshaft. Unshaded electric lights near ceiling, burning, always needed.

(f) Ventilation-Hoods and pipes over all ranges in kitchen, 1 exhaust in 1st floor pantry, and 1 in kitchen. Forewoman in pantry stated new exhausts were being installed. Did not get details. Windows and doors many open, also allowed for natural ventilation.

(g) Special Problem- Heat in kitchen not excessive. Cool day.

11. Occupations.
(a) List of all Occupations.
No table waitresses. Girls remove dishes from tables and keep tables in order. Counter girls keep counters in order.
(b) Strains- Girls remove dishes to kitchen on trays.
(c) Strains from sitting and standing.- One box in kitchen back of coffee counter and 1 bench on 1st floor pantry only, seats observed.
(d) Hazards-Dishwasher for all but glass and silver. No other convenience, that affected women's work.

12. Sanitation.
(a) Drinking Facilities- Faucets at counter and in sinks in pantry and kitchen. Clean glasses always available.
(b) Washing Facilities- In dressing room - 2nd floor, cf. 13c, just above 1st floor pantry. 4 washbowls. 1. Hot and cold water. 2. Liquid soap. 3. Paper towels.
(c) Toilets-1In dressing room 2nd floor, two small compartments each with door. Toilet paper furnished. Dressing room scrubbed daily by one of regular cleaning women. Did not note time of cleaning. In good condition. 2. No sign regarding washing. 3. 14 women use one seat.
(d) Uniforms-Caps and aprons furnished cafeteria girls and laundered.

13. Service and Welfare Facilities.
(a) Lunchroom-Cafeteria girls eat in cafeteria at one of regular tables. Kitchen women at table set in kitchen.
(b) Restroom- Two long benches and a bare table in dressing room 13c.
(c) Cloakroom and Locker Facilities.-Dressing room on 2nd floor above 1st floor pantry, completely enclosed. Windows for ventilation on one side, in air shaft. Electric lights burning all the time. Individual metal lockers with openings for ventilation. Clean and in order. Scrubbed daily by regular cleaning woman.
(d) Health Service- 1. Medical Examination.-none.
2. Records-None.
3. First Aid Cabinet- in chef's office. chef in charge. No records.
4. Compensation Maryland Casualty.
(e) Other Welfare Work-None.

14. Employment Management.
a,b,c. Hiring, Firing and Transferring, - chef.
d. Records-Name, age, previous employment. Must give references.
f. Training-chef or pantry forewoman.

15. Home Work-None.

16. - None.

Form 95

U. S. Department of Labor
WOMEN'S BUREAU

145

MARYLAND RESTAURANT SCHEDULE
Hours

Establishment Southern Hotel Cafeteria

Worker G Deckelm Race White Occupation Salad Maker

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																												
Monday									x			x															2	8
Tuesday									x			x															2	8
Wednesday									x			x															2	8
Thursday									x			x															2	8
Friday									x			x															2	8
Saturday									x			x															2	8

x ½ hr.

Total Weekly 48

Worker T Slickman Race Occupation Bathroom dusher

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																											1	
Monday												x															1	6
Tuesday												x						x									2	9½
Wednesday												x															1	6
Thursday												x						x									2	9½
Friday												x						x									2	11
Saturday									x			x															2	8½

x ½ hr.

Total Weekly 50½

Worker Race Occupation

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																												
Monday																												
Tuesday																												
Wednesday																												
Thursday																												
Friday																												
Saturday																												

Total Weekly

Date May 25, 1921
(117)

Agent E Burham

Form 95

U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND RESTAURANT SCHEDULE
Hours

Establishment Southern Hotel Cafeteria

Worker F. Ryan Race _____ Occupation Salad Maker

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																												
Monday								X				X															2	8
Tuesday								X				X						X									2	12½
Wednesday								X				X															2	8
Thursday								X				X						X									2	12½
Friday								X				X															2	8
Saturday								X				X						X									2	12½

× ½ hr

— Total Weekly 61½

Av. daily hours 9 4/5

Worker Helen Pszarowski Race _____ Occupation Counter

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																												
Monday												X							X								2	9
Tuesday												X							X								2	9
Wednesday												X							X								2	9
Thursday												X							X								2	9
Friday												X							X								2	9
Saturday												X							X								2	9

× ½ hr.

— Total Weekly 54

Worker M Harlowin Race _____ Occupation Carry out dishes

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																												
Monday												X							X								2	9
Tuesday									X			X															2	7½
Wednesday												X							X								2	9
Thursday									X			X															2	7½
Friday												X							X								2	9
Saturday									X			X															2	7½

× ½ hr.

— Total Weekly 49½

Av. daily hours 8 1/2

Date May 25 1921 Agent E. Burkam

(117)

Form 95

U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND RESTAURANT SCHEDULE
Hours

Establishment Southern Hotel Cafeteria & Kitchen

Worker B. Jacobs Race White Occupation Counter Kitchen

	HOURS (M 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 M)	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday				
Monday			4	11½
Tuesday			1	8
Wednesday			2	6
Thursday			1	7½
Friday			2	6½
Saturday			1	7½

x ½ hr.

Total Weekly 46

Worker M Jones Race White Occupation Counter Kitchen

	HOURS (M 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 M)	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday				
Monday			2	10
Tuesday			2	10
Wednesday			2	10
Thursday			2	7½
Friday			2	7½
Saturday			2	10

x ½ hr.

Total Weekly 55

Worker S Myers Race White Occupation Counter

	HOURS (M 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 M)	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday			2	5½
Monday				
Tuesday			4	11
Wednesday			1	8
Thursday			2	6
Friday			1	9
Saturday			1	6½

x ½ hr

Total Weekly 44

Date May 25, 1921 Agent E Burham

(117)

Form 95

U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND RESTAURANT SCHEDULE
Hours

Establishment Southern Hotel Cafeteria, Baltimore

Worker M. McKeyen, V. Perkut, E. McGhee, M. Proffit, A. Barokt Race White Occupation Dishwasher 5

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																							X				1	7
Monday																							X				1	7
Tuesday																							X				1	7
Wednesday																							X				1	7
Thursday																							X				1	7
Friday																							X				1	7
Saturday																							X				1	7

— Total Weekly 49

Worker Agnes White Race White Occupation Counter Kitchen 1

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																												
Monday									X			X															2	6½
Tuesday									X			X							X								3	12½
Wednesday																							X				1	5½
Thursday																			X								1	7½
Friday									X			X											X				3	11
Saturday																			X								1	7

On duty 8 3/5

x ½ hr

— Total Weekly 50

Worker H. Mills Race White Occupation Counter Kitchen 1

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																												
Monday									X			X															2	8½
Tuesday									X			X															2	8½
Wednesday									X			X															2	8½
Thursday									X			X															2	8½
Friday									X			X															2	8½
Saturday									X			X															2	8½

x ½ hr

— Total Weekly 51

Date May 25 1921

Agent E. Benham

(117)

Form 95

U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND RESTAURANT SCHEDULE
Hours

Establishment Southern Hotel Cafeteria & Restaurant

Worker Faithful name" Race _____ Occupation Prepare veg. 1

	HOURS (M 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 M 12)	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday	8 – 12		2	10
Monday	8 – 12		2	10
Tuesday	8 – 12		2	10
Wednesday	8 – 12		2	10
Thursday	8 – 12		2	10
Friday	8 – 12		2	10
Saturday	8 – 5		3	12½

Total Weekly 72½

Worker _____ Race _____ Occupation _____

	HOURS (M 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 M 12)	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Total Weekly _____

Worker _____ Race _____ Occupation _____

	HOURS (M 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 M 12)	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Total Weekly _____

Date May 25, 1921 Agent E. Burham

(117)

Form 95

U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND RESTAURANT SCHEDULE
Hours

Establishment Lauchman Kahl Cafeteria & Kitchen

Worker Kate Kerly Race white Occupation Saleswoman Beauty

1 ✓ 10

	HOURS (M 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 M)	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday			2	11
Monday			2	8
Tuesday			2	11
Wednesday			3	14
Thursday			2	11
Friday			2	6 ← probably Sunday time
Saturday			2	8

Overtime #

X 1/2 hr

time kept thought this was our time not regular schedule

— Total Weekly 69

Worker Elizabeth Max Olga Bowman Race white Occupation Dishwasher 2 ✓

	HOURS (M 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 M)	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday			2	8 1/2
Monday			2	8 1/2
Tuesday			2	8 1/2
Wednesday			2	8 1/2
Thursday			2	8 1/2
Friday			2	8 1/2
Saturday			2	8 1/2

X 1/2 hr.

— Total Weekly 59 1/2

Worker Ella Hawhead Race white Occupation Dishwasher 1 ✓

	HOURS (M 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 M)	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday			2	9
Monday			2	9
Tuesday			2	9
Wednesday			2	9
Thursday			2	9
Friday			2	9
Saturday			2	9

1/2 hr.

— Total Weekly 63

✓

Date May 25 1921
(117)

Agent E. Buchan

Form 95

U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND RESTAURANT SCHEDULE
Hours

Establishment Southern Hotel Cafeteria

Worker Mc Dougherty Margaret Palst Race _____ Occupation Cashier Cafeteria

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																												
Monday									X				X														2	7 1/2
Tuesday													X						X								2	8 1/2
Wednesday									X				X														2	7 1/2
Thursday													X														2	8 1/2
Friday									X				X														2	7 1/2
Saturday													X														2	8 1/2

X 1/2 hr.

Total Weekly 48

Av. daily hours 7 4/10

Worker Mary Palst Race _____ Occupation Preparer

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																												
Monday												X							X								2	11
Tuesday												X							X								2	11
Wednesday												X							X								2	9
Thursday												X							X								2	11
Friday												X							X								2	9
Saturday												X							X								2	9 1/2

X 1/2 hr.

Total Weekly 60 1/2

Av. daily hours 10 1/5

Worker Sarah Hawkins Race Colored Occupation Scrub woman

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																												
Monday									X				X														2	7 1/2
Tuesday									X				X														2	7 1/2
Wednesday									X				X														2	7 1/2
Thursday									X				X														2	7 1/2
Friday									X				X														2	7 1/2
Saturday									X				X														2	7 1/2

X 1/2 hr.

Total Weekly 45

Date May 25, 1921 (117)

Agent E. Burkam

Form 95

U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND RESTAURANT SCHEDULE
Hours

Establishment Southern Hotel Cafeteria & Kitchen

Worker A. Jenkins Race White Occupation Dishwasher

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday									X				X														2	9
Monday									X				X														2	9
Tuesday									X				X														2	9
Wednesday									X				X														2	9
Thursday									X				X														2	9
Friday									X				X														2	9
Saturday									X				X														2	9

X ½ hr.

Total Weekly 63

Worker Eliza Yeager Race White Occupation Dishwasher

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday									X				X														2	10½
Monday									X				X														2	10½
Tuesday									X				X														2	10½
Wednesday									X				X														2	10½
Thursday									X				X															16½
Friday									X				X														2	7½
Saturday									X				X														2	10½

X ½ hr.

Total Weekly ~~86½~~ 76½

Worker Mary Shall Race White Occupation Dishwasher

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday									X				X														2	9
Monday									X				X														2	9
Tuesday									X				X														2	9
Wednesday									X				X														2	9
Thursday									X				X														2	9
Friday									X				X														2	9
Saturday									X				X														2	9

X ½ hr

Total Weekly 43

Date May 25, 1921
(117)

Agent E. Buchan

— Maryland (Baltimore) —

Laundries

10 Schedules

Maryland (Baltimore) Laundries

U. S. Department of Labor
WOMEN'S BUREAU
Washington

FACTORY SCHEDULE

1. Name of factory Black Arrow : Address 701 N. Vincent St. Baltimore, Md.

2. Product Wet Wash & flat work : Person interviewed G.R.Brooks, Pres

3. Number employed

				Total
Men	15	Boys	0	15
Women	6	Girls	0	6
Total	21		0	21

4. Hours

Daily Fri.	Begin 7:30	End 5:30	Lunch period ½	Rest period	Total	9½
~~Saturday~~	7:30	12				4½
No Sat. - hours not posted*						
Shifts						

Regular weekly number of days 4½ Total weekly hours 42½

Shifts weekly number of periods Total shifts weekly hours

5. Overtime None for women. men may begin at 3 or 5 A.M. at times.

6. Seasonal 6 mos. winter Fri. all day.

7. Wages

Pay period 1 week. Initial rate $12.00

Fines None

Bonus None

Overtime pay $1 if they begin at 5 A.M. $2 if at 3 A.M. extra pay.

Vacation - with pay none without pay none

8. Labor turnover No figures.

*Mgr. stated he received a form to post thru mail 2 yrs. ago but it was torn, so he has had none posted for 2 yrs.

Date May 17, 1921. Agent E. Benham

9. General Description of Building.

(a) Location- In residence section ½ block from car line.
(b) Type of Building- Old building built for industrial purposes, 1 story - brick.
(c) Approach to Workrooms- Enter workroom direct from street. no stairs.
(d) Fire Protection- No fire escapes-one main exit in corner of nearly square building. Small 5 ft. high door about center of front of building. Low window at rear wide open, could be used as exit. No exits marked. Doors open in. Material cloth.

10. Workroom Conditions.
(a) General Description of Use of Floors.- One floor used largely as workroom. Boiler room partitioned off in one corner wood partition, and tiny office in front.
(b) General Impression of Workrooms-Cement floor, good condition, walls brick, no white-wash or paint. Ceiling high enough. Arrangement seemed haphazard. Aisles not wide enough in places, worktables and machines crowded and confused.
(c) Cleaning-Floors swept 2 to 3 times a week by any of the men. No regular time. Women clean own worktables once a week.
(d) Heating- Heat from machines adequate. Would be uneven.
(e) Lighting-Windows on two opposite sides and part of third. Natural light sufficient on bright day. The room seemed gloomy because of dark walls and ceiling, unshaded electric lights hanging at irregular intervals 2 or 3 ft. above workers' heads. Relation of workers to windows varied. Not lighted at time of investigation. None very close.
(f) Ventilation-Ventilation natural through doors and windows.
(g) Special Ventilation Problem- Much heat and steam from machines. No exhausts or hoods.

11. Occupations.
(a) List of all occupations.

WOMEN	All White.	Time	Think no foreign
Sort,	2		
Feed mangle,	2		
Fold,	1		
Shake,	1		
	6 total.		

MEN	Wh.	Col.	Total men wh.	Total men col.
Wash,	1	3		
Extractor,		2		
Tie sacks,		1	8	7
Engineer,	1			
Drivers,	5			
Helper,		1		

11. Occupations. (continued)
(b) Strain- strain of shaking, and standing on cement floors.
(c) Strains from sitting and standing. - All stand at work. Observed one short bench.
(d) Hazards - of burns on mangle. No cloth covers the heated metal table over which clothes are fed in. Rolls not guarded. Extractors had no covers. Unenclosed side belt on mangle.

12. Sanitation.
(a) Drinking Facilities- Faucet in sink in workroom. Manager stated cups were furnished and kept in dressing room. Noted one on machine near worker, also tin cup by sink.
(b) Washing Facilities- Black iron sink in workroom. 1. Hot and cold water. 2. Hard soap furnished. 3. No towels.
(c) Toilets- 1. Small compartment in corner of workroom side by side with men's, 8 ft. partition, diffused light over partition, Litter of newspapers on floor. No toilet paper. Cleaned by one of women once a week. Scrubs. Time uncertain. No screen at entrance. Not designated.
2. No instruction in regard to washing. 3. 6 women use one seat.
(d) Uniforms- None.

13. Service and Welfare Facilities-
(a) and (b) Lunchroom and restroom - none.
(c) Cloakroom and Locker Facilities-small room next to boiler room at rear of workroom. 7 ft. partition, curtain in doorway. Hooks on walls, litter of paper on floor.
(d) Health Service- 1. Medical Examination-None.
2. Records-None
3. First Aid Equipment- None.
4. Compensation with State Fund.
(e) Other Welfare Work-None.

14. Employment Management.

(a,b,c. Hiring, Firing and Transferring-Manager.
d. Records- None.
e. Labor turnover- no figures.
f. Training in plant- experienced worker.

15. Home Work-None.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

FACTORY SCHEDULE

1. Name of factory City Hand Laundry, Address 336 N. Gay St. Baltimore, Md.

2. Product Person interviewed J.H. Snider, Gen. Mgr.

3. Number employed

					Total
Men	3	2-1	Boys	0	3
Women	5	1-4	Girls	0	5
Total	8			0	8

4. Hours

Daily Begin 7:30 End 5:30 Lunch period ¾ hr. Rest period ____ Total 9¼

Saturday 7:30 9-10-11 sometimes no work Sat. ____ 3½ max.
Hrs. posted*

Shifts ____ ____ ____ ____ ____

Regular weekly number of days 5½ Total weekly hours 49¾ max.

Shifts weekly number of periods Total shifts weekly hours

5. Overtime None

6. Seasonal June-Aug. slack.

7. Wages

Pay period 1 week. Initial rate None

Fines None-do not dock for time off if arranged for before hand.

Bonus None

Overtime pay None

Vacation - with pay after one years' service, 5 days. without pay can arrange

8. Labor turnover no figures.

**Hours posted one floor only, dated 1914, hours 8-6:30, not as given now, manager stated he had torn down sheet on 1st floor, because soiled.

Date May 16, 1921. Agent E. Benham

City Hand Laundry,
Baltimore.

9. General Description of Building.

(a) Location- near business section of city. On carline.
(b) Type of building-old building, built for industrial purposes. 3 stories high, brick.
(c) Approach to Workrooms- One stairway against one side wall about halfway between front and back, reached through office and workroom, Open not enclosed with wooden hand rail. Light enough for safety from windows in workrooms.
(d) Fire Protection- One fire escape at rear. Iron stairway type. Exit through window. Two other exits on 1st floor, one to street at front, one to alley at rear. Doors open in. No exit signs. No obstructions. No automatic sprinklers. Hand extinguishers and fire buckets. ~~of~~ Material cloth.

10. Workroom Conditions.

(a) General Description of Use of Floors-First floor office, marking and sorting. Second floor, washing and starching. Third floor, ironing. Make a specialty of shirts and collars.
(b) General Impression of Workroom- Floor of wood, black with tracked in dirt, walls plaster on brick, black with smoke. Plaster scraped off in spots. Ceilings high.enough. Aisles wide enough. No crowding, work fairly well arranged. Room disorderly, however, because of boxes and barrels, and litter in corners and along walls. Apparently of no use.
(c) Cleaning- One of workers as regular part of work sweeps office twice a week and workroom and stairs once a week toward closing time. Wash man cleans machines on Sat. Stated floors scrubbed once a week. Do not look as though scrubbed.
(d) Heating- Heat of industry stated as sufficient. Would be uneven.
(e) Lighting- Windows at two ends of long narrow room. Adequate on 2nd and 3rd floors as workers were near ends of rooms. Light burning in marking department on 1st floor. Here office cuts off part of light from front. Unshaded, electric lights at intervals 3 or 4 ft. above workers'heads. Relation of workers to windows varied. Presser faced windows (south)
(f) Ventilation- Exhaust fan at rear on third floor. Otherwise natural ventilation through doors and windows.
(g) Special Problem- Much heat from presses. Steam from washers, no flat ironers.

11. Occupations. (a) List of all occupations.

Women	Time wh.	Time col.	
Gen. help,	1		
starcher,		1	
Sorter,		1	
Ironer,		1	
Collar ironer,		1	
	1	4	- 5
Men			
washer,	~~1~~	1	
engineer,	~~1~~		
marker and foreman,	1		
	~~2~~	1	3

11. Occupations (con.)

(b) Strains- Strain of press which requires a good deal of effort to operate and especially to lock, possible eye strain, from facing window for woman at presser. South window.

(c) Strains from sitting and standing- All stand at work. Saw no seat but box woman was sitting on waiting for work.

(d) Hazards-Extractors had no ~~corners~~ covers. Women pass these to go to toilet.

12. Sanitation.

(a) Drinking Facilities- Faucet in sink in workrooms. Women furnish own cups.

(b) Washing Facilities- Large wooden (O.K.) sink on second floor, iron sink on third floor. Manager stated they furnish soap and individual towels. None at sinks. Showed as example one marked office: "Perhaps not given out yet." Clean once or twice a week. Hot water.

(c) Toilets- Toilet in small building just outside building in alley. One seat flushed by pressure on seat. Used by both men and women. Light and air through slats like shutters in door. No toilet paper.

2. No sign regarding washing.
3. 5 women and 3 men use one seat.

(d) Uniforms.....None.

13. Service and Welfare Facilities-

(a) Lunchroom-None
(b) Restroom -None
(c) Cloakroom and Locker Facilities-Nails on walls of workroom.
(d) Health Service- 1None.
2. Records-None.
3. First Aid Equipment- First aid cabinet in office. Mgr. in charge.
4. No records. compensation with Etna Life.

(e.) None

14. Employment Management-

(a) (b) (c) Hiring, Firing and Transferring- Foreman.
(d) Records-none.
(e) Labor turnover- no figures.
(f) Training in plant- foreman.

15. Home work-None.

B

U. S. Department of Labor
WOMEN'S BUREAU
Washington

FACTORY SCHEDULE

110 (94)

1. Name of factory Elite Laundry, Address Eutaw & Biddle, Baltimore, Md.

2. Product Person interviewed H. E. Coneby, Gen. Mg

3. Number employed

		W. Col.			Total
Men	46	25 - 21	Boys	0	46
Women	175	21 - 154	Girls	0	175
Total	221			0	221

4. Hours

Daily Begin 7:30 End 5:30 Lunch period ½ hr Rest period ____ Total 9½

Saturday 7:30 12 ____ ____ 4½

Shifts Hours posted. ____ ____ ____ ____ ____

Regular weekly number of days 5½ Total weekly hours 52

Shifts weekly number of periods Total shifts weekly hours

5. Overtime None

6. Seasonal Steady.

7. Wages

Pay period 1 week. Initial rate $7 a week.

Fines None

Bonus Give some workers small piece rate per bundle handled in addition to weekly wage c/f list of occupations workers marked time and piece.

Overtime pay None

Vacation - with pay over 2 years without pay no system
1 wk. with pay; over 5 years, 2 weeks.

8. Labor turnover No figures very slight.

Date May 16, 1921. Agent E. Benham

C

9. General Description of Building-

(a) Location-Near business section of city. On carline.

(b) Type of Building- Modern building, built for industrial purposes. Three stories, brick and concrete.

(c) Approach to Workrooms; One stairway about center of building. Foot of stairs near outside entrance, reached through workroom. Partition and steps concrete. Iron hand rail on first flight, but not on second. Well lighted.

(d) Fire protection-One fire escape near one corner of building on side opposite from stairway. Iron stairway type. Exit through windows raised by counterweight window, reached by steep wooden steps. Five other exits - 1st floors, one near each corner of nearly square building. Two at fourth corner into office. These two doors open in. Two exits including one at foot of stairs have doors opening out. Remaining exit, door that raised by means of counterweight. Fire doors at foot of each flight of stairs. None at top. No exit signs. No obstructions. No automatic sprinklers or hand extinguishers. Not considered necessary in "fire-proof" building. Fire buckets many only ¼ full, material cloth.

10. Workroom Conditions.

(a) General Description of Use of Floors- Basement, light and power plant. 1st floor, office bundle department. flat work ironing. 2nd floor,offices, assorting, fine ironing. Third floor, washing. sorting, starching, a little flat work, about one-fifth of first floor is occupied by service station (auto repair, no gasoline) entirely separated from laundry by concrete wall.

(b) General Impression of Workrooms- Floors wood, good condition, Walls concrete, a little grimy, ceiling high enough, aisles wide enough. No crowding. Work very systematically arranged.

(c) Cleaning-Stairs and machines- one man working constantly, keeps these cleaned. Floors. One full time cleaner on each floor to scrub once a week and mop between times. Including toilets and dressing rooms in this regular cleaning.

(d) Heating-Heat from industry considered sufficient.. Unewen, as workers near machines get greatest heat.

(e) Lighting- Large factory windows frosted glass with shades on four sides, of 2nd and third floors, two rows of small skylights on 3rd floor. Probably adequate on cloudy day. though a few lights were burning, not necessary. First floor windows on two sides and part of third on part of this 3rd side, light intercepted by elevator. Natural light not adequate here except for workers near windows. 2nd and 3rd floors unshaded electric light at intervals near ceiling. First floor, lights had large pan-shaped deflectors. First and second floors also had a few gas lights in one part of room. Relation of workers to light varied, none were close to windows.

(f) Ventilation- First floor hoods over flat work ironers leading to pipes with exhaust in roof, other floors natural ventilation through adjustable windows, turning on side pivots and through skylights on third floor.

(g) Special Ventilation Problem- problem of heat from machines, especially flat work ironers and pressers. Steam from washers goes out skylight.

11. Occupations.
(a) List.

WOMEN (See "bonus" face sheet)

	Time		Time & Piece.	
	wh.	col.	wh.	col.
Markers,	2	7		6
Starchers,		7		—
Flat ironers,		25		40
Collar work,	12			
Hand ironers,		15		25
Assorting,	5	15		
Cleaners,		2		
	19	71	142 col. 19 white	71 -- 161

175

MEN

Washers,		13	
Outside, driver & stable men,	25	6	
Cleaners,		1	
Elevator,		1	
	25	~~46~~ 21	46

4.8% white
88.2% colored

(b) Strains- Workers on presses have some strains, presses require considerable effort to operate. Strain of shaking.

(c) Strains from sitting and standing- Two women were sitting, one feeding and one taking from collar ironer. All others stand at work, but chairs are available to sit if there is time. They are not changed from their own department, if they happen not to be busy. Wooden chairs dining room type available. About 50 in plant. No doubt more than enough for all who have time to sit at any one time. No foot rests. Might sit to fold from mangle.

(d) Hazard- Hazard of burns on sleeve form, from mangle, one flat work iron had no guard. Body ironers, hazard of burns, also possibility of catching fingers.

12. Sanitation

(a) Drinking Facilities- Faucet city water in wash basin convenient in each work room. Coolers in summer. Girls furnish own cups.

(b) Washing Facilities- Porcelain washbowl in each workroom.
1. Cold water only. 2 and 3, no soap or towels furnished.

(c) Toilets-on each floor similar in arrangement, small compartments 8 ft. partition, (no ceiling). Window. Screen before door, toilet paper furnished, cleaning, see 10 c.

Third floor, 2 seats for colored women. 2nd floor, 1 seat for colored women. 2 seats for white women. 1st floor, 1seat for white women, 1 seat for colored women.

2. No sign regarding washing.
3. White women, 5 4/5 use one seat.
Colored, 35¼ " " "

(d) Uniforms- No uniforms.

13. Service and Welfare Facilities.

(a) Lunchroom- Space on 2nd floor used as lunchroom. No partition. except that rows of metal lockers form partition. Two tables covered with oilcloth, one for white girls, one for colored. Benches and a few chairs. Cloth curtain can be drawn between two tables. Not used by all workers. Try to get them to eat lunch there but do not insist. Clean.

(b) Restroom.-None

(c) Cloakroom and Locker Facilities- Metal lockers around space used as lunchroom. Openings in lockers for ventilation.

(d) Health Service-

1. Medical Examination- None
2. Records- None.
3. First Aid Equipment- Cabinet on 2nd floor. Superintendent in charge.
4. Compensation with New Amsterdam Casualty.

(e) Other Welfare work-None.

14. Employment Management.

(a) (b) (c) 2 supts. General supt. confirms.

(d) Records- None
(e) Labor turnover- No figures.
(f) Training in plant- Heads of depts.

15. Home Work-None.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

(94)

FACTORY SCHEDULE (Georgia)

1. Name of factory Regal Laundry. Address 1000 N. Gilmor St. Baltimore, Md.

2. Product Person interviewed Wm. R. Abbey. Off. Mgr.

3. Number employed

					Total
Men	54 8-46	Boys	0		54
Women	102 42-60	Girls	0		102
Total	156		0		156

4. Hours

Daily Begin 7:30 End 5:30 Lunch period ½ hr. Rest period ____ Total 9½

Saturday 7 1 ____ ____ 6

Shifts ____ ____ ____ ____ ____

Regular weekly number of days ~~5~~ 5½ Total weekly hours 53½

Shifts weekly number of periods Total shifts weekly hours

5. Overtime occasionally Sat. after 1 P. M.

6. Seasonal steady.

7. Wages

Pay period 1 week Initial rate $9.00

Fines None, actual hrs. paid for.

Bonus None.

Overtime pay time and half.

Vacation - with pay None without pay can arrange.

8. Labor turnover no figures.

Date May 17, 1921. Agent E. Benham.

9. General Description of Building.

(a) Location- In residence district on carline.

(b) Type of Building- Main part of building an old church. One story additions made at rear and one side for industrial purposes. Main building 1½ stories (half basement) additions, 1 story. Brick.

(c) Approach to Workrooms- All workrooms may be entered direct from street 5 or 6 flights of stone steps from side walk to front entrance. A short hall and stairways leads to basement (really just on ground level)., Partition of hall and stairway plaster. Iron hand rail. Stairs well lighted. Stairs leads to short hallway in basement which also leads to outside entrance. Stairs about half way from front of building. Short flight of open cement steps from main building to wet wash dept. in one addition. Iron hand rail.

(d) Fire Protection. No fire escape. One exit from ironing room auditorium of old church) at front, doors open out. Also 2 exits one through office, one through shoe repair shop (owned by laundry) to wet wash dept. Large exits front and rear of wet wash room. Rolling doors. Exit at foot of steps to side street door opens out. (9c). Several large exits at rear of washroom in basement (ground level) Rolling doors. No exit signs. No obstructions. no automatic sprinklers, a few hand extinguishers, and fire buckets. Material, cloth.

10. Workroom Conditions.

(a) General Description of Use of Floors- First floor main building ironing, Golberg storage, offices and small room shoe repair. Basement washing, sorting and drivers room where work is arranged for delivery, addition wet wash dept. and engine room.

(b) General Impression of Workroom. First floor floors hard wood, good condition, basement and addition cement. Washroom floor somewhat wet and uneven. Walls plaster or brick. Good condition, washroom aisles narrow. and rather circuitous. Aisles to dressing room first floor very narrow. Other aisles wide enough. Work systematically arranged.

(c) Cleaning- Halls, stairs and work floors cleaned by colored women who sweep scrub and dusts and goes over place about once every 4 days. Machines blown off by compressed air every Sat. by one of men.

(d) Heating- Heat of machines sufficient. Apt to be uneven.

(e) Lighting- Ironing room windows on two opposite side. Adequate. Wash and sort room windows on two sides and in skylights. Adequate. Wet wash, windows on one side and skylights adequate. Ironing room large gas lights (not burning) at regular intervals 5 or 6 ft. above workers' Heads. Opaque glass shades. Other rooms electric lights with large pan-shaped deflectors near ceiling. Relation of workers to windows varied. None faced windows.

(f) Ventilation- Exhausts at rear of building one on 1st floor where flat ironing is done, one in basement where washing is done, hoods over flat work ironers with pipes leading to roof. Otherwise natural ventilation through doors, windows and skylights.

(g) Special Problem- Heat and steam from machines, well taken care of

11. Occupations.
(a) List of all occupations.

WOMEN	all time. wh.	col.	Think no foreign.
shirt ironers,	6	4	"
collar ironers,	7		
starch room,	1	3	
hand iron,		23	
repair,	1		
hand wash,		2	
Sort in starch dept.	9		
flat work iron,		15	
shakers flat work,	1	10	
wrap and check,	2	3	
flat work, mark and sort,	10		
sort wet wash dept.	5		
	42	60	--102

MEN			
starch goods, mark, and sort.	2		
flat work iron (foreman)	1		
" " mark and sort,	2		
washing,			
finished wash,	1	6	
wet wash,		11	
gen Utility, (carpenter, etc)	1	7	
Drivers & chauffeurs,	1	32	
	8	46	- 54

(b) Strains- Strain of shaking. Some strain in operating presses required considerable effort, though worked by air pressure.
(c) Strains from sitting and standing- All standing on day of visit. Benches for folders at flat work ironers if doing small pieces. Saw one stool also.
(d) ~~Ha~~zard- hazard of burns on sleeve and shoulder form, not heated by gas also on ~~form~~- body ironer. Hazard of catching fingers in body ironer. Some hazard of catching fingers in presses. Some unenclosed side belts on body ironers.

12. Sanitation.
(a) Drinking Facilities-Faucet in sinks in workrooms. Women furnish own cups.
(b) Washing Facilities- Iron sinks in workrooms, 4 porcelain washbowls in dressing, hot water in sinks, none in bowls in dressing room. Hard soap furnished. Mgr. stated towels were available and girls got them from supply as they wished and put them in wash again. None at sink or wash bowls.

12. Sanitation. (con.)
(c) Toilets-1. Four compartments in dressing room. Each with 8 ft. partition and door, windows in dressing room for light and ventilation, but light cut off by proximity of other part of building. Electric light burning. Women from basement and adjoining addition must come some distance to use this. Two compartments for colored women, 2 for white. Cleaned in general cleaning by colored woman. See 10c. One toilet out of order, bad odor, probably from that one. Toilet paper furnished. 2. No instructions for washing. 3. White girls, 22 use one seat. colored, 30 use one seat.
(d) None.

13. Service and Welfare Facilities.
(a) Lunchroom- (b) Restroom-None.
(c) Cloakroom and Locker Facilities- Dressing room at one side of ironing room, completely enclosed. Hooks on walls. Not room enough. Some hung wraps on nails on walls of workroom. (for light and ventilation cf. 12c).
(d) Health Service- 1. Medical Examination-None.
2. Records-None.
3. First Aid Equipment-Cabinet. In office. Bookkeeper in charge. accidents, sliver in finger while wrapping bundles, burns, mashed fingers from press and collar machines, last not frequent. No records.
4. Compensation with State Fund.
(e) Other Welfare Work-None.

14. Employment Management-
(a) (b) (c) Hiring, Firing and Transferring-Heads of Departments.
(d) Records-None.
(e) Labor turnover-No figures.
(f) Training in plant-Foreman starts beginners and then puts them beside experienced worker.

15. Home Work- none.

B

U. S. Department of Labor
WOMEN'S BUREAU
Washington

114

(94)

FACTORY SCHEDULE

Baltimore, Md. (Industrial Bldg.)

1. Name of factory Sanitary Laundry. Address 501 E. Preston Baltimore, Md

2. Product Person interviewed O.C. Neely, Bookkeeper.

3. Number employed

					Total
Men	13	10-3	Boys	0	13
Women	47	33-14	Girls	0	47
Total	60				60

4. Hours

Daily Begin 7:30 End 5:30 Lunch period ½ Rest period ____ Total 9½

Saturday 7:30 10 to 1. ____ ____ 5½

Shifts Hours not posted. ____ ____ ____ ____

Regular weekly number of days 5½ Total weekly hours 53 maximum.

Shifts weekly number of periods Total shifts weekly hours

5. Overtime None for women. 2 men 3 or 4 nights a week at times.

6. Seasonal Steady

7. Wages

Pay period 1 week. Initial rate $7.00

Fines Dock for ½ hr. if late 15 min. or more. Over half hr. dock actual time.

Bonus None.

Overtime pay $ extra pay % uncertain.

Vacation - with pay ____ without pay can arrange, no system.

8. Labor turnover no figures.

Date May 18, 1921. Agent E. Benham.

C

9. General Description of Building.

(a) Location-Near residence section about 1 mile from retail business district. On carline.

(b) Type of Building- modern building for industrial purposes, (see other firms in same bldg.) 7 stories, concrete.

(c) Approach to Workrooms- Wide hall from entrance at front thru center of building. Laundry is across back of building at end of hall First floor only. Do not use stairways. Halls light.

(d) Fire Protection- Entrance for workers at front of building. Doors open out. Four large exit at one side of building usually used by trucks and wagons loading and unloading. Reached from hall by passages between elevator. Rolling doors. Fire wall between laundry and rest of building. Fire door at entrance to hall opens in. No exit signs. No obstructions to exits. Automatic sprinklers, material, cloth.

10. Workroom Conditions.

(a) General Description of Use of Floors- Laundry occupies one room on first floor of building (about 15 different industrial concerns in building)

(b) General Impression of Workrooms- Floor very smooth, cement block. Good condition. Some dust accumulation around machines and in corners. Walls concrete, good condition. Ceiling high enough. Aisles wide enough but a little crowded in places by trucks and baskets for clothes. Work systematically arranged.

(c) Cleaning-Halls cleaned by owners of building. Individual firms not responsible. Floors. One woman sweeps floors, time and interval uncertain. Not sure that floors are scrubbed. Men clean machines and tables Monday morning.

(d) Heating- Steam heat. Radiators around outside walls but not needed. Steam from machines sufficient. Somewhat uneven.

(e) Lighting- Large factory windows, frosted glass, on three sides. Natural light adequate except in sorting department, which is partly partitioned off by shelves for bundles and on side away from windows. Here lights were burning. Electric lights near ceiling, shades, opaque glass on green tin. Most of women had right or left side to windows, none faced windows.

(f) Ventilation- Exhaust in washroom which is partitioned off from rest of workroom. A series of fans like paddle wheels along center of main ~~of~~ room to aid circulation. Natural ventilation through adjustable windows with side pivots. Air unusually good.

(g) Special Ventilation Problem- Heat and steam well controlled.

11. Occupations.
(a) List of all occupations.

Women	All time Wh.	All time col.	Think no foreign.
Hand iron,	1	7	
collar iron,	3		
starch,	5	4	
finish machines,	2	3	
flat work feed	5		
" " catch,	5		
shake,	3	4	
mark,	5		
sort starch work	3		
" flat work	1		
	33	14	-- 47

Men			
Finish machine,	1		
Mark,	2		
Sort flat work,	2		
Wash,	2	3	
Driver,	3		
	10	3	- - 13.

(b) Strains- Strain of shaking. Very little strain on presses. Work quite easily.
(c) Strains of sitting and standing- All stand. Observed 4 small wooden benches. Specially prepared cement floor seemed to have some resilliance and not be tiring.
(d) Hazards-Hazard of burns and bruised fingers on presses and body ironers. Mangles guarded. Unenclosed, side belts on body ironers.

12. Sanitation.
(a) Drinking Facilities- Faucet in sink in workroom, common cup. Also some furnish own cup.
(b) Washing Facilities- Sink in workroom also 2 porcelain bowls in toilet (see 12c) 1. hot and cold water. 2. Hard soap furnished. 3 Girls may use any towels that have been washed and put into wash again. No system.
(c) Toilets. 1. Toilet reached from hall just outside workroom door. Used by all women on first floor, completely enclosed. Window for light and ventilation. 4 seats each in separate compartment with door. Toilet paper furnished. Cleaning cf. 10c. halls. 2. No sign regarding washing. 3. 16½ women (30 women in other industries on same floor) use one seat.

13. Service and Welfare Facilities-
(a) Lunchroom (b) restroom-None
(c) Cloakroom and Locker Facilities- Space between two dryers forms dressing room. Curtains across front. Hooks on sides of dryers.
(d) Health Service-1. Medical examination- none.
2. Records- none.
3. First Aid Equipment-Cabinet in office in charge of any one in office. No records.
4. Compensation with New Amsterdam Casualty.
(e) Other Welfare Work- none.

14. Employment Management-

a,b,~~c~~. Hiring, Firing and Transferring- President.
c. Transferring-foreman.
d. Records-None.
e. Labor turnover-no figures.
f. Training in plant- take none inexperienced.

15. Home Work-none.

b

U. S. Department of Labor
WOMEN'S BUREAU
Washington

(94)

FACTORY SCHEDULE

Baltimore.

1. Name of factory Southern Hotel Laundry : Address Redwood & Light.

2. Product Guest & Hotel work. : Person interviewed W. Crocken, Mgr. of laundry.

3. Number employed

					Total
Men	2	0-2	Boys	0	2
Women	15	3-12	Girls	0	15
Total	17			0	17

4. Hours

	Begin	End	Lunch period	Rest period	Total
Daily	8	4	1 hr.		7
Saturday	8	4	1 hr.		7
Shifts					

Hrs. not posted.

Regular weekly number of days 6 Total weekly hours 42

Shifts weekly number of periods Total shifts weekly hours

5. Overtime 6 people work Sun. 10:30 to 12*

6. Seasonal None.

7. Wages

Pay period semi-monthly Initial rate $36 mo.

Fines None

Bonus None

Overtime pay cf. note*

Vacation - with pay without pay

Never allowed a full week's vacation, but not docked for a day or two off.

8. Labor turnover No figures.

* 6 people work each Sunday, 10:30 to 12 and these are allowed off at 2 P.M. one day in week in place of overtime pay.

Date May 25, 1921 Agent E. Benham

Southern Hotel Laundry.
Baltimore.

9. General Description of Building-
(a) Location } See b.
(b) cf. Southern Hotel Cafeteria schedule.

(c) Approach to workrooms-Laundry in sub-basement. Reached by one elevator and short hall leading to laundry. Electric light always burning.

(d) Fire Protection- 1 fire escape on side of room opposite hall and elevator. Long narrow passage length of room but entirely outside it and under sidwalk with iron grating over it. Exit from laundry at one end. At opposite end iron ladder leads to sidewalk. Portion of iron grating raised by pulling on chain. Brick fire wall and fire door between passage and work room. Doors open out. No exit signs. No obstruction. Hand extinguishers and fire hose. Hotel has own fire-engine.

10. (a) } cf. Southern Hotel Cafeteria schedule.
(b) } Type of building-

(c) Walls brick, grimy, floors cement. Floor wet in places near tumbler washer and exit to elevator. Ceiling seemed low because of many overhead pipes (plumbing etc.) Aisles wide enough. No crowding. Work well arranged. Floors and hall. Women sweep daily when ever there is time. Men scrub once a week.
Each worker keeps own table cleaned as needed.

(d) Heating- Heat from machines adequate. Apt to be uneven.

(e) Lighting- No natural light. unshaded electric lights near ceiling always burning. Adequate.

(f) Ventilation- Exhaust fan in room adjoining laundry, draws off heat through overhead air pipes open at different points near ceiling. Air comes in through windows in wall between laundry and passage under sidewalk. Hood over mangle.

(g) Special Ventilation Problem- Heat and steam not excessive on cool day. Electric hand irons.

11. Occupations.
(a) List of all occupations.

	WOMEN wh.	col.		Think no foreign.
Separator, (Shakes out soiled clothes before sorting,)	1			
Sorters,	1			
Shakers,		3		
Feed mangle,		2		
Catch,		2		
Fold,	1			
Fancy ironing (hand)		5		
	3	12	- 15.	
	MEN			
Wash men,		2		

11. Occupations (continued)

(b) Strain- Strain of shaking. Possible strain of work on cement floors. No wooden platforms.

(c) Strains from sitting and standing- Catchers from mangle sit. Others stand. Feeders and catchers at mangle change places at times. Catchers have long wooden bench. Two cane seated chairs also in work room.

(d) Hazards- None.

12. Sanitation.

(a) Drinking Facilities- Faucet in workroom also water cooler. Individual glasses. Each worker looks after own.

(b) Washing Facilities- Two porcelain wash bowls in each dressing room.

~~1.~~ 1. Hot and cold water.
2. Hard soap.
3. Use towels going through wash.

c. See 13 c below.

g. Two compartments in each two dressing rooms, each with door, fixtures for toilet paper but no paper, manager said it could be gotten from stock. women perhaps have to ask for it. Dressing room swept daily & scrubbed once a week by one of women. No special one, as I understood. 3 white women & one seat 12 colored women & one seat.

13. Service and Welfare Facilities-

(a) Lunchroom- Colored girls furnished tea and milk and eat lunch in work room. White workers go to hotel kitchen and are served dinner with kitchen employees. at table there. Manager stated his department was charged $1 for each dinner for each employee.

(b) Restroom- None.

(c) Cloakroom and Locker Facilities- Two dressing rooms one for colored, one for white under sidewalk off passage described in 9 d. Rods and hangers. Electric lights. Ventilated through doors ~~with~~ into passage. Fair condition. Somewhat disorderly because of some material stored in them, e. g. a stretcher and heavy canvas cloth.

(12 c) Two compartments in each of dressing rooms. Each with door. Fixtures for toilet paper but no paper. Mgr. said it could be gotten from stock. (women perhaps have to ask for it at time statement vague) Dressing rooms swept daily and scrubbed once a week by one of women. No special one as I understood. 3 ~~colored~~ white women & one seat 12 colored " " " "

(d) Health Service-

1. None.
2. Records- None.
3. First aid equipment- cabinet in workroom. Mgr. of laundry in charge. No records.
4. Compensation Maryland Casualty.

(e) Labor turnover- none.

14 Employment Management-

a.b.c. Hiring, Firing and Transferring - Manager of laundry.
d. Records - None.
e. Labor turnover- No figures.
f. Training in plant - Manager.

15. Home work- none

16. None.

Maryland (Baltimore)

General Mercantile

10 Schedules

Maryland (Baltimore) - Gen. Mer. contr.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

FACTORY SCHEDULE

116 (94)

1. Name of factory Bernheimer Bros. : Address Baltimore

2. Product Department Store : Person interviewed Mr. A. Bernheimer, Mr. Grimes, Miss Yeager

3. Number employed

			Hours posted.	Total
Men	298 - 21 Col. 87	Boys	16	314
Women	315 - 290 25 (included)	Girls	21	336
	112			
Total	613		37	650

4. Hours Posted on each floor. 1/2 hr. Mon. Fri. & Sat.* 8 x 5

Daily Begin 9 End 5:30 Lunch period 1 hr. Rest period 51 45 Total 7½ X 2

3 Telephone Op. weekly shifts 8:4-30--9-6--9-5 lunch 1/2 hr--48-54-48 hrs. week.

Saturday	9	6	1/2		8½

8 night scrubwomen 5:30-11½ P.M. or less--6 X 6--36 hrs. week.

Shifts					

Regular weekly number of days 6 Total weekly hours 47

Shifts weekly number of periods Total shifts weekly hours

5. Overtime None for women--Receiving stock and inventory sometimes.

6. Seasonal Christmas & January busy.

7. Wages

Pay period 1 week Initial rate $8.00

Fines None

Bonus 1% sales com.

Overtime pay

Vacation - with pay 1 or 2 weeks for those of 2-3 yrs. service. without pay Can arrange.

8. Labor turnover No figures.

Date May 26, 1921. Agent M.R.L.

*All under 16 yrs.--get 1 hr. lunch period Sat.

avge 7/10

Bernheimer Bros.,
Dept. Store,
Baltimore, Md.

9. General Description of Building
Location-

a. Located downtown in business district.

b. Type of building-Old building, 3 stories, brick, erected in the 80's; new building 7 stories, brick erected in 1907; connected by passageways in basement and on all 3 floors, except ground level where an alley separates the buildings, but doorways are opposite so that customers pass readily from one to the other. All floors occupied by firm.

c. Approach to workrooms-Double elevator service to 5th floor " Time Room " and Locker Room. Have to walk up if arrive after 9:00 A.M.Stairways have light and are safe - 2 hall stairways are steel and concrete, one on each side (middle) of the Fayette Bldg., used for "approach". In front store of Lexington Bldg., another stairway on the side, middle, is of wood-solid steps and balustrade, light and safe. (also triple elevators but not used by workers)

d. Fire protection-Two fire escapes (iron) on front of old Lexington Street building, outside in alleys. In rear of new Fayette Street building 2 fire proof stairways of steel and concrete are inside. These have fire doors on all floors. 2 double elevators in Lexington Building and 1 triple elevator in Fayette Building for passengers-together with extra stairway make 7 elevators and 3 stairways with 4 exits on first floor. A few red"exits"or"Thru to Fayette St" signs are more direction signs than for fire purposes. One freight elevator - no obstructions, doors open both ways - sprinklers throughout both buildings, top to bottom. Fire extinguishers and hose on each floor on or near stairways.

10. Workroom Conditions

a. General description of use of floors, including basements and lofts-

	NEW STORE, FAYETTE STREET BUILDING (REAR)	OLD STORE, LEXINGTON STREET BUILDING (FRONT)
Basement	Groceries, meats, coffee & tea Bakery, Soda, Counter lunch	Packing room, kitchenware, baskets, stoves (oil & gas) in passageway.
1st floor	Men's & boy's hats, underwear, umbrellas, cigars, collars, ties, sweaters & bathing suits.Day Nursery; Public restaurant in balcony.	Baked goods, candy, bags, hosiery, gloves, jewelry, toilet articles, hdkfs. linens, yard goods, player records, phono.records, optical dept. on balcony & adjustment bureau
2nd floor	Women's suits & skirts, waists, corsets, housedresses, children's wear.	Women's hats, shoe dept., cobblering in balcony, sheet music in passageway
3rd floor	Embroidery, travelling goods, art & framing dept., rugs & linoleums- Public rest room	Men's suits & coats, house furnishings, pillows and cushions in passageway.
4th floor	All furniture	
5th floor	Time Room, employees' lockers & lunch & toilet rooms--Shipping Dept.	

Bernheimer Bros.,
Dept. Store,
Baltimore, Md.

10. Workroom Conditions (Contd.)

a.

	NEW STORE, FAYETTE STREET BUILDING (REAR)	OLD STORE, LEXINGTON STREET BUILDING (FRONT)
6th floor	Workrooms, upholstery, printing, telephone, mail order, window trimming & sign painting, ad. dept.	
7th floor	Storage only.	

b. General impression of workrooms-All retail storerooms are spacious with high ceilings, white clean ceilings and walls, clean hardwood floors. Aisles medium for a store, no aisle space to spare. Work well arranged and departments all planned by an efficiency expert from New York.

Store workrooms on 5th and 6th floors are crowded in with storage and shipping departments, walls and ceilings need painting. Floors are clean and aisles unobstructed but narrow.

c. Cleaning - halls, floors, work benches-Sweeping is done by 8 women porters at night . Some is done during the day also in basement - 1st and 5th floors by colored sweepers.

d. Heating-Steam heat throughout - probably adequate and even.

e. Lighting-Natural light insufficient in large rooms - windows on one side usually. Basements have no windows in one bldg and 4 tiny ones in the other. Passageways have windows on sides and unshaded electric lights. Indirect lighting adequate. Workrooms all have windows, large; and natural light is sufficient for these smaller rooms - electric bulbs are usually unshaded, but the printing department has an indirect light and the upholstery workroom has some overhead lights and a few semi-local lights with green bell-shaped shades. Many out-of-the-way positions under stairways and balconies(exchange, adjustment and stock checkers, desks, music records, "clean up and paint up counters") have no natural light and electric bulbs are unshaded - 4 large skylights on 3rd floor of old building make natural light sufficient here. On 1st floor of new building is a white way arched and with many electric bulbs set in the arches, clear glass - indirect lighting also on 1st floor - second floor lighting usually from large front windows for garments and hats.

f. Ventilation-Ventilation good - in old store basement an exhaust fan and a small electric fan keep air in circulation for one-half of room - rear half not so good - low ceiling here but air not oppressive and probably pure. New store basement has a special blower system along the ceiling with registers and is especially good for this grocery and meat department. Old store first floor has 20 large paddle fans, windows are high up and probably are not opened. Circulation thru from front door to rear alley crossing to new building. New store first floor not so satisfactory with a few small electric fans along the walls. Old store has large paddle fans on 2nd floor and ventilators in the skylights on the 3rd floor, but new store has small

Bernheimer Bros.,
Dept. Store,
Baltimore, Md.

10. Workroom Conditions (Contd.)

f. electric fans, adequate where the windows were open (2nd floor store and all workrooms)

11. Occupations-

a. List of Occupations-

	T	M	W	Piece	Time W	Time C	Time F	T & P	Piece	Time W	Time C	Time F	T & P
Sales Dept.		152											
	344		192		146	6				190	2		
Packing	50	28	22		11	17				11	11		
Shipping	60	60			22	38							
Supervision	7	7			7								
Office	96	9	87		5					87			
Operating	11	11			7	4							
Maintenance	30	15	15		4	11				4	11		
Manufacturing	22	15	7		11	4				7			
Stock & Receiv.	14	12	2		10	2				2			
Public Restaur. & Soda Lunch	14	4	10			4				10			
Employees' lunch	2	1	1			1					1		
TOTAL	650	314	336		223	87	0			311	25	0	

b. Describe strain in connection with performance of occupations under present conditions-No strain observed, except eyestrain is probable from constant artificial light and even glare from unshaded bulbs-See 10 E.

c. Describe strains from sitting and standing-Several dining chairs and stools behind counters on first floor of old store, but could not locate any elsewhere in either building for employees. Many clericals and cashiers have stools.

12. a. Sanitation-

Drinking facilities-On 1st and 3rd floors and basement of old building consisted of faucet and marble basin (at posts or walls) with paper drinking cups on sale, and baskets or cans for used cups. On 2nd floor root beer is sold as a feature in one corner of the room. Employees can use these or can get water to drink on the 5th floor at their welfare quarters. 2 tanks with ice in them and coffee cups from the dish cupboard. Pails for drainage.

Soda-counter in basement and public restaurant on 1st floor balcony are other sources costing money. Upholstery workrooms and telephone girls room have own tank iced water, no common cup.

12. Sanitation (Contd.)

b. Washington facilities- Also at welfare quarters for employees on 5th floor, although toilet and washroom in Public rest room on 3rd floor are used somewhat. Only 2 white, clean bowls on 5th floor adjoining toilet and lunchroom. Probably inadequate equipment although employees come up in six shifts at noon - 11 to 2. Individual paper towels, hot and cold water, no soap. Public rest room has very good wash room partitioned off from toilets and sitting room. Here are 4 white bowls, cold water only, liquid soap, individual paper towels. Telephone girls have their own white bowl, hot and cold water and paper towels. No soap.

c. Toilets-White women's toilet, 5th floor, has 2 seats, clean, swept, partitioned with doors, hand flush in repair, toilet paper, electric lights, large windows, entirely inclosed, entrance door, screened approach designated, cement floor, no printed instructions. Washing facilities outside - 2 other toilets on 2nd and 3rd floor have same equipment.
Colored women's toilet, same equipment as for white, except that enclosing partition is open overhead into colored lunch room and this in turn into white lunch room. No instructions.
Telephone girls and women in workrooms of 6th floor have 1 seat toilet, clean, swept, enclosed, entrance door, screened approach. No instructions.
Public rest room on 3rd floor also used by employees has 2 free seats and 1 pay closet. Marble doors and partition with doors, entrance door from rest room, toilet paper, disinfectant, hand flush in repair, window ventilation, enclosed-designated rest room. No. of girls per seat-336 women 11 seats (Manager says they seem to be adequate in number - was told 1 for 30 women was low. They are well distributed and no waiting in them was observed) None for women in basement -

d. Uniforms-No caps or uniforms except at Soda, Lunch and in Public Restaurant. Not provided nor laundered.

13. Service and Welfare Facilities

a. Lunchroom-Employees' lunchroom on 5th floor - oilcloth covered tables and chairs for 68 people, coming in 6 shifts from 11 to 2 O'clock. Coffee and tea served and all dishes provided - colored man and maid prepare beverage and wash dishes - 6 windows on one side - can cook on 2 plate gas stove - Burlap partition from locker room - can get 10% discount in Public restaurant and soda counter. 3 telephone girls have own table in workroom on 6th floor, no cooking facilities.

b. Restroom-No rest room- but see 13d.

c. Cloakroom and lockers facilities-All employees in entire store have lockers on 5th floor next the Time Room, where they punch the time clock. Lockers are made of steel wire and frames and have locks and keys.

d. Health Service-No medical examination nor requirements, no health records "Employees Medical Room" is paritioned off from public rest room on 3rd floor, with 2 cots and 1st aid supplies. Colored woman has had charge for years - wears blue chambray uniform and nurse's apron.
No records-No accidents-2 store doctors on call.

Bernheimer Bros.,
Dept. Store,
Baltimore, Md.

13.

e. Other Welfare Work-Store has Mutual Aid Asso., providing sick benefit, free doctor service, charitable help, and sick benefit. Compensation insurance in Travellers Insurance Company.

14. Employment Management-a-b-c--Who hires, fires and transfers? Dept. Managers and Supt. employ help - none taken except on references given on application blank. Blanks kept on file.

d. Records-Length of service kept.

e. Labor turnover-No turnover figures - 90 have been with the firm more than 5 years, 18 of whom have been there more than 20 years. One of Bernheimers Bro. has just died and left $200.00 to all who have been there 5 years, $300.00 for 10 years, $500.00 for 15 years and $1,000 for 20 years and over.

15. Home Work-None.

B

U. S. Department of Labor
WOMEN'S BUREAU
Washington

(94)

FACTORY SCHEDULE (Georgia)

1. Name of factory Eisenbergs
Address Lexington, W. from Howard, Baltimore, Md.

2. Product Department Store
Person interviewed Mr. Joe Siegel, manager; Mr. Prague, Supt.

3. Number employed

					Total
Men	98	80-18	Boys	18	116
Women	~~254~~ 354	347-7	Girls	18	372
Total	~~352~~ 452			36	488

4. Hours Not posted W.T.S. 60, M F 30

	Begin	End	Lunch period	Rest period	Total
Daily	8:45	5:30		0	39¾
Saturday	8:45	5:30	60	0	7¾
Shifts					

Regular weekly number of days 6 Total weekly hours 47½

Shifts weekly number of periods Total shifts weekly hours

5. Overtime None

6. Seasonal Take on extra part-timers at Xmas.

7. Wages
Pay period Week Initial rate $10 now, $12 six months ago.

Fines Only lateness.

Bonus Commission

Overtime pay None

Vacation - with pay 1 week without pay 1 week additional

8. Labor turnover Very high, no figures.

Date May 21, 1921 Agent E. G. Knowles

9. GENERAL DESCRIPTION OF BUILDING.

a. Location: ~~Extending from Howard~~ Middle of block, congested retail district. Center of retail district.

b. Type of building: Old, four stores combined, different floor levels and connected entrances to sections through arches. Four stores and basement in two sections, other three stores brick.

c. Approach to workrooms and their general location: Two elevator banks on walls at extreme sides of building, stairways open and light with inclosing walls of wood.

d. Fire protection:
   1. Two fire escapes.
   2. Four front doors, 1 door to alley and 1 exit from employees dressing room in annex.
   3. Fire walls and doors in basement and upper stories which are partitioned off.
   4. Outside doors -- 4 front street, 1 rear exit to alley and employees regular exit all open out.
   5. Signs numerous.
   6. Temporary disorder in aisles in hardware department but aisles generally not blocked.
   7. Sprinklers and extinguishers throughout.
   8. Inflammable material packing room only.

10. WORKROOM CONDITIONS.

a. General description of use of floors: In basement hardware, housefurnishings, drygoods, etc., first floor novelties, etc.; second floor readymade; third floor cretonnes, curtains; fourth floor offices and alteration.

b. General impression of workrooms:
   1. Floors and wall clean.
   2. All but basement 15 feet, basement 9 ft.
   3. Aisles open.

c. Cleaning: Porter constantly at work during day, white women clean daily from 6 to 10 p.m., scrub office, white woman cleans customers' toilet, colored woman cleans employees dressing room daily, white day cleaners dust offices and millinery tables.

d. Heating: Steam, adequate, even.

e. Lighting:
   1. Natural sufficient in most departments except basement.
   2. Artificial electric lights, suspended, shaded, high, no glare.
   3. Windows high, shades not drawn.
   4. Counters arranged so that half workers face side windows.

f. Ventilation: No artificial system. Windows supply all.

g. Special ventilation problems: None.

nberg's Baltimore, Md.

11. OCCUPATIONS.

a. List all: All week workers.

See sheet attached to original.

	White	Colored	Under 16	
Women	~~347~~	7	18	372
Men	~~68~~ 80	18	18	116
	~~445~~ 477	25	~~18~~ 36	Total 488

b. Strains: None.

c. Strains from sitting and standing: Sitting--some counters had two or three seats, others none. Sales women at aisle tables had no seats. Secretary of Supt. said that store did not pretend to furnish seats for all as workers would take advantage of them too often. A few wooden boxes were seen. Many girls were sitting at time of inspection. Some sat on stools in aisles provided for patrons. None had backs.

d. Hazard: None.

12. SANITATION.

a. Drinking facilities: Two tanks with spring water on each floor. Paper cups. Spring water in lunchroom. Two tin cups in washroom chained to washstand.

b. Washing facilities: [1] One large washroom for employees only in annex across alley ~~and~~ used for stock. [2] 12 basins with cold water, hot water and liquid soap. [3] No towels in sight.

c. Toilets: [1] 12 compartments in room above (see 12b) 1 for colored and 1 out of repair, well screened, ventilated, and ~~xxxx~~ being cleaned at time of inspection by colored matron. [2] No instructions. [3] Long distance from counters in annex back of stock rooms. 12 said to be for employees only, making 31 women per seat. [3] Think saleswoman used 3 additional toilets for public making average 25 per seat.

d. Uniforms: No uniforms except 2 girls at soda fountain.

13. SERVICE AND WELFARE FACILITIES.

a. Lunchroom: Large room top floor, windows two sides and sunlight streaming in, small tables and chairs, cafeteria end. Piano and rockers other end of room. Magazines on table. Hot food served at cost. Food ordered and prepared under direction of experienced cafeteria director. Looked attractive.

b. Rest room: Room above (13a) and hospital room on third floor under supervision of undergraduate nurse. 2 cots and well equipped.

c. Cloakroom and locker facilities: Large locker room in annex. Each girl had 1 hat locker and shares long locker for coats with 3 others. Mirrors in

13. Service and Welfare facilities.

c. Cloakroom and locker facilities: (Cont'd)
room. No chairs, some low benches.

d. Health service.
1. Medical examination: None.
2. Health records: None
3. First aid equipment: See above (13b)

e. Other welfare facilities: Mutual benefit association. State insurance.

14. EMPLOYMENT MANAGEMENT.

A. Who hires? Supt.
b. Who fires? Supt.
c. Who transfers? Supt.
d. Records: Yes.
~~f. Training in plant - by whom? Juniors. 25-35 messengers supervised by~~
e. Labor turnover: Not reported.
f. Training in plant - by whom? Juniors. 25-35 messengers supervised by experienced educational secretary, Mrs. Barnes, who employs and takes personal interest. Holds classes. Other members of the firm have occasional group meetings and give general talks on salesmanship, deportment, etc. Atmosphere of store seemed to be unusual. Supt. and his secretary knew personally most of employees. Both emphasized fact that all felt free to stop in main office for advice or with complaint. All officials interviewed seemed interested in growth of store and in attracting a good class of employees.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

(94)

FACTORY SCHEDULE

1. Name of ~~factory~~ Store Joel Gutman — Address Baltimore

2. ~~Factory~~ Department Store — Person interviewed Mr. Joel Gutman Mrs. Shaw

3. Number employed — Hours posted. — Personnel Dir.

				Total
Men	76 64-(12 col)	Boys	2	78
Women	277 264-(13 col)	Girls	29	306
Total	384 (25 col)		31	384

men 72 + 4 = 48 hrs
women 237 + 46 = 48 hrs

4. Hours — Hours Posted

	Begin	End	Lunch period	Rest period	Total
Sales Daily	9	5:30	1 hr.		7½
Workrooms "	8:30	5:30	1 hr.		8
Saturday	Same		Same		same
Shifts					

Regular weekly number of days 6 — Total weekly hours Sales 45, Workrooms 48

Shifts weekly number of periods — Total shifts weekly hours

5. Overtime ~~Only in late January inventory in some departments,~~ 4 or 5 nights, 7-9 P.M.

6. Seasonal Brisk December and January. Dull February and August. Regular other months.

7. Wages

Pay period 1 week — Initial rate $6.50 and $7.00 for children 8 in shipping dept., in High School and work ½ time on corp. basis and get $4.00.

Fines None

Bonus ½-1% on all sales. Not dropped.

Overtime pay Same rate.

Vacation - with pay If here 2 years they get 1 week. — without pay Can arrange for one.

8. Labor turnover No figures.

Date May 25, 1921. — Agent M.R.L.

over

8:30-4:30 daily for employees lunchroom workers--8 ~~hr~~ 6--48 hrs.
5 specials work 11-3 every day-4 hours-24 hours week (Included)
5 specials work 4 days, full time 7½ hours-30 hours week(in 384)

General description of building

a. Location - Downtown business section - workers come on cars.
b. Type of building - Building erected in the 50's, 4 stories, brick, all floors occupied.
c. Approach to workroom - Workers use front door and nearest elevator. 4th floor People come in at 8;30 and rest at 9 or just before. Elevator service adequate at opening hour. 3 elevators at front, side and rear middle-the latter a double one. 2 stairways, natural light good, also lighted, solid hand rails firm at front near elevator and rear middle.
d. Fire protection - No outside fireescapes. Inside concrete and steel stairway on side. Red light "Exit" on each landing of stairways and "Break Glass" fire alarms, also Badger fire extinguishers. Doors open out. No obstructions. Fire hose on each floor,also automatic sprinklers in all parts. 2 exits on main floor.

10. Workroom Conditions.
General description of use of floors, including basements and lofts -
a. Basement -Packing Dept., "Tube Room", colored girls dressing & lunch room - China, glass and kitchen ware.
1st floor - neckwear, laces, gloves, leather goods, jewelry, ribbons, toilet articles, yard dress goods, patterns, notions, knit goods, boys and misses wear.
Balcony - Office for store Supt. and Mgr.
Subfloor - Stationery, magazines, soda and lunch room.
2nd floor - Millinery shop and counters, infants wear, muslin underwear, waists, ladies suits and skirts.
3rd floor - Public Rest Room. Embroidery, housefurnishings, shoes, rugs, offices.
4th floor - Alteration and upholstery workrooms. Lunch room and 2 rest rooms for employees. Artists room.
b. General impression of workrooms -Hardwood floors, clean walls, white and clean also ceilings, except that 4th floor workrooms were in need of paint for walls and ceilings. Ceilings high throughout; aisles wide in store part. Basement was pretty full.
c. Cleaning halls, floors, work benches - 7 colored porters and 7 colored maids do all the sweeping and cleaning. Sweeping is done at night after hours for an hour. Cleaning through the day.
d. Heating -Steamheat in all rooms and departments, adequate and even.
e. Lighting - In retail departments lighting was natural and sufficient except in the basement where there was no natural light. Windows, large and clear glass, green roller shades, especially large in 4th floor workrooms. Indirect lighting on 1,2,3 floors. On 4th floor Mazda bulbs and green flare shades. Basement and subfloor lighting by frosted bulbs without shades on subfloor, with white flare ribbed shades in basement. Workrooms equipment well arranged near windows.
f. Ventilation - Many small electric paddle fans on each of first three floors, and 2 large paddle fans in 2 workrooms on 4th floor. Many windows open.
Ventilation unsatisfactory in basement and subfloor. One large basement retail room, with no windows, has but one exhaust fan in a low alley-wall, and on the same side farther along 2 registers in wall also connecting with alley air. Front of this room is under a glass-paved sidewalk. Rear "Tube room" is entirely enclosed, but with pipe connection with rear alley wall. 2 small paddle fans here also, and one in colored quarters. Department manager says basement is coolest place in house, but even so it gets warm. Personnel director says girls on subfloor complain of lack of air more than basement girls, but here

Joel Gutman,
Baltimore.

10. f. Workroom conditions (Continued)
Ventilation - 3 electric paddle fans are constantly swinging. Stationery and Public Soda Counter Lunch are here and 5 women employees. Probably 6 women employees in basement retail department. In basement rear are 4 women cashiers in the "tube room" - ceiling low all through the basement. Pattern department on 1st floor is slightly under a balcony office but near full size alley window.

g. Special ventilation problems- None.

11. a. Occupations
List of all occupations -

	MEN							WOMEN						
Stock & Supply	T	M	W	Piece	Time W	Time C	Time F	T & P	Piece	Time W	Time C	Time F	T & P
Stockholders clerks	3	1	2		1					2			
Buyers	22	9	13		9					13			
Manufacturing													
Alteration room	27	2	25		2					25			None
Millinery shop	6		6							6			
Upholstery shop	10	2	8		2					8			
Artist- (Needlework) (Design stamp)	1		1							1			
Packing													
Bundlers, etc.	18	2	16			2				16			
Shipping													
Packers	6	6			6								
Drivers	6	6			6								
Asst. to drivers	6	6			6								
Messenger	1	1			1								
Special dely.	6	6			6								
C.O.D.	1	1			1								
Clerks	2	1	1		1					1			
Retd.goods clerk	1	1			1								
Office													
Clericals	40		40							40			
Tube cashiers	4		4							4			
Others	2	2			2								
Supervision													
Floor Supts.	5	4	1		4					1			
Genl. Supt.	1	1			1								
Genl. Mgr.	1	1			1								
Personnel Mgr.	1		1							1			
Sales													
Regular Clerks	153	3	150		3					150			
Specials	10		10							10			

foremen or woman mgr. in alteration

(3) Ireland Canada

Joel Gutman,
Baltimore.

11. Occupations
a. List of all occupations (Continued) -

Sales	T	M	W	Piece	MEN Time W	MEN Time C	MEN Time F	T & P	Piece	WOMEN Time W	WOMEN Time C	WOMEN Time F	T & P
Stock boys & girls	20	4	16		4					16			
Advertising composer	1	1			1								
Window (Trimmers)	2	2			2								
Soda Counter	3		3								3		
Operating Engineers	2	2			2								
Maintenance													
Carpenter	1	1			1								
Porters	7	7				7							
Maids	7		7								7		
Elevator op.	3	3				3							
Watchman	2	2			2								
Employee's Lunch-room													
Cook	1		1							1			
Helpers	3		3								3		
TOTAL	385	77	308		65	12				295	13		(3) foreign

11. Describe strain in connection with performance of occupations under present conditions -
b. No lifting, carrying, hurrying observed.
c. Describe strains from sitting and standing -Seats, 1st floor, 1 stool in lace department, 2 low benches in toilet articles department.
2nd floor-1 chair in corset department, 1 stool in waist department.
3rd floor-none for saleswomen.
Basement and subfloor none. (Possibly 2 chairs in basement)
4th floor workrooms. Kitchen chairs in upholstery room for 8 stitchers. Dining chairs for 25 women, stitchers and sewers in alteration room. (6 dining chairs in millinery shop, 3rd floor) and 1 kitchen chair in artists room.
Total 3 stools or chairs for 150 saleswomen. 42 chairs in workrooms for sitting jobs. Very many for public in all departments, 4 tube girls have high stools.
d. Hazard-No hazards-Power sewing machines have individual electric motors. Elevators the usual cage type.

12. Sanitation
a. Drinking facilities -
Basement - 1 station in white and 1 in colored quarters, tanks, iced-sink drainage-no common cup seen.
1st floor-2 wall faucets, front and rear of store Puritan paper cups, marble drainage fixture.
2nd floor-1 faucet, city water-drainage, marble fixture Puritan cups.
3rd floor-1 tank, iced water-drainage pail, no cups. Public restroom had

Joel Gutman,
Baltimore.

12. Sanitation

a. Drinking facilities -(Contd.)
3rd floor---glass tumbler at wash basins (girls are permitted to use this) room, toilet and washing facilities.)
4th floor-tank, iced-water, in employee's lunchroom-2 glass tumblers here-drainage pail.
Total-8 places for all women employees.

b. Washing facilities- White bowls in each toilet room except an iron sink in basement (colored) lunchroom. Clean-hot water-Liquid soap in all but colored quarters.(bar soap here which is also a lunchroom, has common roller towel changed daily and some individual cloth towels(partly used in other toilets but not soiled much) Individual cloth towels on 2nd & 3rd floor also paper towels on 2nd, 3rd, 4th floors and basement (white toilet)

c. Toilet facilities- 3 plus 1 seats--Basement-1 for white and 1 for colored in dressing and toilet room.
1st floor (use basement)
2 seats-2nd floor(1/2 use basement) 1 for ladies suits and skirt department.
4 seats-3rd floor-Public toilet(used by girls)
4 seats-4th floor-1 for workrooms adjoining toilet.
Total-14 seats for 308 women. 1 seat for 13 colored women 1 seat for 23 white women
All have electric lights, compartment doors, clean bowls, swept floors, hand flush in repair, toilet paper, entrance doors, screened approach, designated on 2nd and 3rd floors, disinfectants used. Basement toilet had small alley windows, others ordinary house windows. All in rooms closed to ceiling but open overhead for compartments.

d. Uniforms- 3 colored girls at soda counter and 7 colored maids wear black dresses and white aprons. Some store clerks wear black aprons but supervisors do not like to have them. None furnished, not laundered by firm.

13. Service and Welfare Facilities-

a. Employees Lunchroom-Colored have a basement room- 2 tables and chairs for 10 people at once-tables have white oilcloth. Electric plate arrangement for cooking(probably to help out at Soda Counter) at wash sink. Electric lighted.
Lunchroom on 4th floor for all white who do not go out for lunch. Hours from 12 to 2 for getting lunch. 60 seats, white topped tables, clean, white walls and ceilings, electric lights and 2 windows. Kitchen partitioned off with gas range and hood trim and tidy.
Public Lunchroom(used by a very few girls, by permission) Soda, sandwiches, pie, cake-about 25 seats at round tables. (3 clerks here have not a resturant status)

b. Restroom-2 rooms on 4th floor are used for resting, 1 is further end of lunchroom railed off and has reading matter. 1 has 2 cots and darkened windows.(Public restroom on 3rd floor cannot be used by employees, although adjoining toilet may be)

c. Cloakroom and lockers facilities- Lockers in basement for basement, 1st floor and half of 2nd floor employees. Lockers on 3rd floor for office, suit and skirt clerks. Lockers on 4th floor for all 4th floor workers. Individual steel lockers, ventilated, not locked but lose things.

13. Health Service-

d. 1 Medical examination--None

2 Health records kept--None

3 First aid equipment or other service for maintaining health of employees-
1st aid supplies in rest room with cote in it administered by personnel director, girls can also help themselves-
no records kept.
no accidents reported.

e. Other Welfare-Commercial insurance with "Employee's Liability Co."

14. Employment Management-Workroom chiefs employ their own people but they

a. must apply at office of personnel director who hires or advertises for sales clerks.

b. Who fires?-Discharge by same people.

c. Who transfers? Department managers transfer through personnel director.

d. Records-No records kept. Intends to begin soon.

e. Labor turnover-No figures on turnover.

f. Training plant-by whom-General instruction an hour a day for a week or ten days for all new workers on store policies and work, no classes. Personnel director trained at Prince School, Boston.

15.

Home Work-None.

B

U. S. Department of Labor
WOMEN'S BUREAU
Washington

FACTORY SCHEDULE

(94)

121

1. Name of factory Hochschild Kahn, Address Lexington & Howard Baltimore, Md.

2. Product Dept. Store Person interviewed Miss Thayer, Personal, Miss Hollow, Ed. Dir.

3. Number employed

					Total
Men	279	252-27	Boys	40	319
Women	855	824-31	Girls	0	855
Total	1134			0	1174

4. Hours

Daily Begin 9 End 5:30 Lunch period 1 hr. Rest period ____ Total 7½

Saturday 9 5:30 1 hr. ____ 7½

Shifts ____ ____ ____ ____ ____

Regular weekly number of days 6 Total weekly hours 45 except Jul. & Aug.

Shifts weekly number of periods Total shifts weekly hours

5. Overtime rare cases ~~more~~ more stock, take stock, get ready for sales, etc.

6. Seasonal steady, increase 150-200 at Christmas. (~~17,00~~ (1700))

7. Wages

Pay period 1 week. Initial rate $10.00

Fines If habitually tardy not allowed to go to work till 10 and lose ½ day

Bonus 2 or 3% above quota of sales established for various months. depends on dept.

Overtime pay Yes, couldn't give in terms of % or hr. rate.

Vacation - with pay 1 wk. after 1 yr. (June) 2 wks. after 3 yrs. (Sept) without pay any one may after 6 mos.

June 15 & Sept. 15 close at 5 P.M. all day Sat. July & Aug.

8. Labor turnover no figures.

Date May 20, 1921. Agent E. Benham

9. General Description of Building.

(a) Location-Business section near center of city, on corner.
(b) Type of Building-fairly modern building, built for mercantile purposes. 7 stories, brick.
(c) Approach to Workrooms- 2 open stairways from top to basement of main building, in main part, wooden hand rails. Well lighted. 2 complete lines of wooden stairs in brick fire towers, 1 in main building at end of wing, 1 in annex. Fire doors at each landing, iron hand rail, well lighted. Sales rooms entered direct from street. Some passages through storage department to workrooms. Some passages back of shelves and counters to office where wrapping labeling, etc. are done. All quite direct and accessible. All well lighted artificially.
(d) Fire Protection- 2 fire escapes on annex, on 2 different sides. 3 fire escapes on main building and street side, 2 at back to alley. 1 of these 2 serves ~~one~~ third ~~the 3rd and~~ to 6th floors, inclusive. The one at the side serves all floors from the 6th down. There is a 7th story to only small part of the main building. This is served by one fire tower or by the facilities of the annex reached by a bridge. All exits to fire escapes are through windows, fire escapes of iron stairway type. Basement is served by 2 open stairways, one stairway in fire tower and by a freight elevator to sidewalk. 6 Elevators in main building run to top of building, 4 in main part, 2 in wing. All are used by employees coming in the morning. Time is checked in the restroom on 7th floor. 1 elevator goes to 4th floor, serving a series of mezzanine floors in 1 corner of building. Fire escape at street has sign. In addition all are marked with red lights. Exits to fire towers are marked with red lights and 1 in main building with "Exit" signs. 1 stairway marked on 6th floor, but not on every floor. Other exits not marked. Exit doors open out or have revolving or swinging doors. No obstructions to exits. Automatic sprinkler throughout building. Hand extinguishers, fire hose. Have fire drill once a month.

10. Workroom Conditions.

(a) General Description of Use of Floors- Main building, sales rooms and offices. Basement, sales, some office and heat and power. Annex storage, workrooms and some offices.
(b) General Impression of Workroom- Floors hard wood, walls plaster painted; both in excellent condition. Ceilings high enough except in mail order dept in annex, and in sales room on first floor in the part under the first mezzanine floor. Aisles wide enough, general arrangement good.
(c) Cleaning- Porters sweep every evening after hours and keep paper picked up through day. Maids dust constantly, and scrubwomen scrub once a week after hours.
(d) Heating- Steam heat, adequate and judge even.
(e) Lighting- Almost entirely artificial. Main offices have semi-indirect lighting. Some offices large lights near ceiling with translucent globes and deflectors. Workrooms had adequate natural light with light usually from right or left, in a few cases at back of workers. None faced lights. Workrooms had hanging shaded lights, adjustable by ~~tayn-ing~~ tying cord, 1 for each worker. Natural light adequate in rooms for employees, 7th floor.

10. Workroom Conditions, (con.)

(f) Ventilation-Natural ventilation through doors and windows. with forced ventilation (blowers) in mail order room, where ceiling is low. In main office and under first mezzanine floor, also in toilet in basement, natural ventilation for basement seemed adequate.

(g) Special Ventilation Problem- None.

11. Occupations.

(a) List of all occupations.

Women	All time. wh. col.		
Buyers,	15		
Sales,	600		
cashier and wrappers,	56		
Inspectors (learning to be cashiers)	30		
Workroom,	68		
Maintenance, Cleaning, etc.		31	
Stock girls,	30		
Messenger,	10		
Markers,	15		
	824	31	--- 855
Men			
Buyers,	30		
sales,	64		
workroom,	18		
Maintenance,	14	27	
Floormen,	18		
Stock boys,	40		
Messenger,	18		
Drivers,	100		
	292	27	--319

(b) Strains- None.

(c) Strains from sitting and standing- Workroom employees and cashiers sit. Wrappers and markers stand or sit. Sales have some opportunities to sit, when not busy and were seen sitting. Also stock girls. First, second and 4th floors have hinged seats behind counters. Other floors have occasional stools and chairs available such as are used for customers. On one floor were two or three stools, behind counters. Probably seats were available for all sales women when they had time to sit, except in basement. Here were only 3 or 4 chairs and in one part of room only. Cashiers and workroom workers have cane-seated chairs with well shaped backs.

(d) Hazards- None.

12. Sanitation.

(a) Drinking Facilities- Faucets with iced water convenient on all floors. Paper cups in container on wall beside each.

(b) Washing Facilities- In all toilets were porcelain wash bowls, cf. (12c) 1. Hot water, 2 Liquid soap, 3, paper towels.

(c) Toilets- 1. 5 toilets exclusively for white women employees, and 1 for colored. All completely enclosed, outside ventilation, seats in separate compartments with doors, cared for by maids who scrub daily. Toilet paper furnished, excellent condition. They are located as follows: The only one for colored with 1 seat, and 1 for white, 5 seats on 7th floor just off locker room. 4th floor, 1 in annex, 2 seats, 3rd floor, 1 in annex, 1 in main building, 2 seats each. Second floor, one in main building, 2 seats.

In addition 1 for public in basement 8 seats, may also be used by girls. They are asked not to use other toilets furnished for public. A total of 13 seats exclusively for white employees.
1 " " " colored ".

2. No sign regarding washing. 3. Counting those exclusively for employees, about 80 white women use one seat. Some observed at time were very crowded and many girls waiting. 59 colored girls use one seat.

(d) Uniforms- All employees requested to wear only white, black or dark blue. white waist and dark skirts, usual.

13. Service and Welfare Facilities.

(a) Lunchroom-Cafeteria on 7th floor for employees only. Serve about 1000 daily. Usual lunch room menu at moderate price. Also many go to lunch counter for public on first floor. Colored porter and maids have tables and chairs back of lockers at end of restroom opposite portion used by other employees.

(b) Restroom- Very attractive restroom on 7th floor adjoining cafeteria, easy chairs. Piano, reading material. Colored maids, chairs mentioned 12a.

(c) Cloakroom and Locker Facilities- Individual metal lockers at one end of restroom, also at one end of room occupied by cafeteria. 7th floor, colored girls rack with hangers back of lockers in restroom.

(d) Health Service- 1. Medical Examination- required for all employees handling food in any way. Reexamination at intervals.
2. Records- Records kept.
3. First Aid Equipment- Hospital dept. three small rooms. Receiving room with cot, toilet and consulting room. Well equipped. Full time nurse in charge. Keeps case records both for employees and customers. Has no form as yet but is working out one. Does some home follow up work. Visits all employees who are out more than 3 days unless reason is known.
4. Compensation.

(e) Other Welfare Work-None.

14. Employment Management.

a,b,c. -Hiring, Firing and Transferring-Personal Manager, consulting with Dept. Heads.

d. Records-see form attached.

e. Labor turnover-no figures.

f. Training in plant- Organized under Educational director, and 5 assistants.

14. Employment Management (con.)
Classes for cashiers every day for a week, during one week of each month. These are arranged for various groups at the most convenient time.

2. Classes for stock girls 3 times a week, in groups also.
3. Boys twice a week in groups. Work in these classes is partly academic and partly vocational. All with vocational application. These are given in class room 7th floor.
4. Talks by heads of dept. on the particular goods of dept. Once a week or once in two weeks in dept. at 8:45 or 9 A. M.
5. Meetings of various groups not under the Ed. dept. but for educational purposes.

Elevator men,
Dept. heads.
Dept. sponsors, etc.

The Dept. sponsor is one sales person in a dept. chosen to help the beginner, teach them the store, help them to get acquainted, and to feel at home, show them how to look after stock, and make records.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

FACTORY SCHEDULE

(94)

1. Name of factory Steward & Co. | Address Howard & Lexington Sts. Baltimore, Md
2. Product Department Store. | Person interviewed Geo. R. Russell, Supt. Mrs. A. Parran, Ed. Dir.
3. Number employed Last pay-roll.

				Total
Men	279 - 256-23	Boys	21	300**
Women	593 589 - 4	Girls	58	651**
Total	872		79	951**

4. Hours for females posted.

	Begin	End	Lunch period	Rest period	Total
Daily	9	5:30*	1 hr		7½
Saturday	9	5:30*	1 hr.		7½
Shifts					

Regular weekly number of days 6 | Total weekly hours 45
Shifts weekly number of periods July & Aug. 5 | Total shifts weekly hours July & Aug. 35

5. Overtime None

6. Seasonal December, spring and fall.

7. Wages
Pay period weekly | Initial rate $12
Fines None

Bonus Two special bonuses during the year and a week's salary at Christmas.

Overtime pay None
Vacation - with pay One wk. and some 2 weeks. without pay

* During July and August the store is closed all day on Saturday, daily at 5 P.M. ** Includes office workers.

8. Labor turnover 2.7% during the last six months.

Date May 20, 1921 | Agent Lenore Leins.

Steward & Co.,
Baltimore

9. General Description of Building-

(a) Location-

In the heart of the retail district on several car lines.

(b) Type of Building-

A six story white brick building with part rising ~~of~~ a seventh ~~story,~~ eighth and ninth stories.

(c) Approach to workrooms-

Two stairways in separate wells at diagonally opposite corners of the building, one stairway part of which is in a well, all running from the basement to the 6th floors. An extra stairway from the first to the basement about the middle of the floor, with wooden railing, not enclosed. The three main stairways are of cement and iron, have outside light and are kept very clean.

Four passenger elevators run by colored operators are located on each of two opposite sides of the building. On one side these have an extra inner gate closed by the operators, on the other side, these elevators are without these extra doors. One freight elevator with doors enclosing entirely the shaft.

(d) Fire Protection- Fire proof building.

None outside- the three inner stairs in the wells act as means of escape. All exits to stairs have signs and red lights burning. No obstructions to aisles. Automatic sprinkler is provided fire hose, chemical extinguishers, fire drills are tried every Wednesday.

10. Workroom Conditions-

(a) General Description of use of floors-

Basement-Receiving dept., Delivery dept. and sales rooms, women's dressing room.
First floor-Sales rooms. Balcony to first-books, music.
Second floor- Shoes, underwear, ready to wear clothes for boy's and men.
Third floor- Millinery dept. and workroom, suits and dresses and alteration room, hair dressing and manicure dept. Public waiting room and Hospital suite.
Fourth floor-Offices and furniture.
Fifth floor-Rugs, draperies and pictures.
Sixth floor-Offices, toys, luggage,cafe and kitchen.
Seventh floor-Employees lunchroom and sun parlor, window dressing dept and picture framing room.
Eighth floor and 9th floor-Ware rooms and supplies.

(b) General Impression of work rooms- Sales floors light, clean roomy and well kept and arranged. Workrooms located in very light parts of building, also clean airy orderly and well arranged. Floors all hard wood, oiled and clean. On some floors covered with carpets. Walls plastered and painted a cream white, very clean, done yearly. Ceilings also plastered and painted a cream white, about 20 ft. high. Aisles very free and spacious. Space behind counters about 3 ft. wide. Work and departments well arranged.

10. Workroom conditions (continued)

(c) Cleaning- Cleaning is done all the time, both sweeping and scrubbing. Girls keep their counters in order and dusted, colored women scrub the stairs, toilets and hallways- saw some at time of visit.

(d) Heating- Steam radiators.

(e) Lighting-
Natural light not sufficient on any floors except the 7th where the employees eat their lunches. Windows on three sides but electric lights burning everywhere in the sales rooms. These are semi-indirectwith huge white globes or large white shades, they vary on the different floors. The workrooms have very good natural light and hanging cord lights with white shades are also provided but not used at time of visit. In the millinery workroom, the tables are arranged parallel to the windows and the girls at work had the light from the back. In the alteration room, the worktables are arranged with the light from the windows at right angles. Offices located on the sides of the floors with good outside light. No glaring lights anywhere.

(f) Ventilation-
Natural from windows on all floors. Fans provided. Basement has good air-ventilation through elevator shafts and through openings under the street, unusually good. Offices located along the sides of the floors, getting outside ventilation.

(e) Special Ventilation Problems-
None except in the kitchen, see cafe report.

Occupations:
10 (a) List of all occupations:

Occupations	WOMEN Piece	Time	Piece & Time	Total
Sales women		400		400
Wrappers and cash girls		59		59
Workroom employees,		46		46
Manicurists		10		10
Hair dressers,		16		16
Hair cutters,		4		4
Telephone operators,		4		4
Mail order department,		4		4
Detective,		1		1
Hospital and welfare dept.		4		4
Cleaners, (colored)		4		4
Receiving room clerks,		3		3
Total,	0	555	0	555

11. Occupations,
(a) continued.

Occupations	MEN Piece	Time	Piece & Time	Total
Sales men		59		59
Floor men,		11		11
Elevator operators (colored)		12		12
Cleaners, (colored)		11		11
Shipping dept.,				
Packers,		14		14
Miscellaneous work,		12		12
Drivers and chauffeurs,		19		19
Maintenance,		17		17
Receiving room		6		6
Workrooms,		34		34
Barber,		1		1
Total------	0	196	0	196

Possible

(b) Strains- Eye strain from working constantly under artificial light.

(c) Strains from Sitting and Standing-

Flap seats behind the counters and chairs in the ready-to-wear departments. Not enough seats are provided for each girl to have one seat. Saw girls sitting.

In the workrooms all girls were seated at work on kitchen chairs with backs. One for every girl here.

(d) Hazards-

None. Passenger elevators and freight elevator guarded.

12. Sanitation:

(a) Drinking Facilities-

An insanitary drinking fountain on every floor, on some floors there are two and some floors have additional sanitary paper cups, at the fountains.

(b) Washing Facilities-

Located as follows:

Employees only-7th floor- 6 white enameled basins.
Public and employees-6th floor-2 white enameled basins.
" " " -4th floor-4 " " "
" " " -3rd floor 5 " " "
" " " -2nd floor 3 " " "
" " " -Basement -7 " " "

The employees are allowed to use any toilet, and wash room. Total number, 27

1. Hot and Cold water- at all basins.
2. Soap-Liquid soap at all basins.
3. Towels- Paper at all basins except on the 7th and 3rd floors where there are individual cloth towels on a rod.

12. Sanitation (continued)

(c) Toilets-

1. Location and description-

Located on the following floors:

Employees only- 7th floor- 4 seats.
Public and employees-6th floor- 2 seats.
" " " -4th floor-4 seats.
" " " -3rd floor-14 seats.
" " " 2nd floor-10 seats.
" " " Basement - 15 seats
Total for employees only 4
Total for employees and public, 45

All the seats are in compartments, properly screened, with toilet paper, tile floors, well kept and with outside light and ventilation in the basement, 7th and 6th and 3rd floors. All toilet rooms lighted with electric lights. Signs on all outside doors.

2. No instructions to wash hands but notices to keep the place clean. All but the basement toilet clean- that was not very clean and somewhat hot.

3. Number of girls per seat-

49 seats including the public for 651 total number of women or 1 seat for 14 women and the public.

(d) Uniforms-

Girls in the manicure and hair dressing dept. are furnished uniforms by the firm but must launder them. No uniforms are worn by the sales girls but they are asked to dress in blue or black and white waists are allowed. Employees get a 20% discount on purchases of wearing apparel and 10% on all other purchases.

13. Service and Welfare Facilities-

(a) Lunchroom- Yes, a large room on the 7th floor is equipped with wooden tables seating four each. It has cafeteria service and the food is cooked in the regular cafe kitchen. Meals are served to employees at cost.

(b) Restroom- Next to the lunchroom on the 7th floor is a sun parlor with willow chairs, piano and library. It is very airy and bright with windows on two sides. The men have a separate smoking room

(c) Cloakroom- In the basement is a locker room with 702 steel-lockers. Some are long and hold several girls's wraps, others are small and square for the hats. They have wire doors with keys and two girls have charge of the room. It is light and well ventilated.

(d) Health Service-

1. Medical Examination-None.

2. Health Records- Only for injuries or cases in which the employee has consulted the nurse.

3. First Aid Equipment.

A nurse is in charge of a hospital suite of 4 rooms and bath. This consists of a reception room, an office, an operating room well equipped and a room with 4 beds kept immaculate. A nurse is on duty all the time and a doctor comes when called. Last year 4753 cases were treated. They are of all kinds from broken legs to small ailments.

13. Service and Welfare Facilities. (First Aid Equipment) continued.

(e) Other Welfare- This is done by the educational director, who supervises boarding places. The firm has liability insurance for the employees with the Travelers' Liability Co. The firm also insures its employees in life insurance companies after 6 months for $500 ~~for~~ increasing it to $2000 by $100 a year.

14. Employment Management-

a.b.c. Hiring, Firing and Transferring-

This is done by Mr. Russell, the superintendent, Mr. R. stated that it was the firm's policy never to discharge any girls.

d. Records- Yes, kept on file.

e. Labor Turnover-See face sheet, item 8.

f. Training in plant-

An educational director has classes in salesmanship in which groups of 25 employees are given a series of 4 lectures. New girls get one or two weeks' training in the system of the store. Educational films, lectures on current events, Americanization, etc. are given occationally. The boys and girls are urged to belong to some Y.W.C.A. or Y.M.C.A. club. Last winter a woman physician lectured on "eugenics" to men and women and to groups of both. Articles telling about the training in this plant may be in "Women's Wear" Apr. 19, 1921-N.Y. 8 E. 13th St. and "Blouses and Skirts" May 1921, N. Y. 143 W. 3rd St.

15. Home Work-Nothing to report.

Maryland (Baltimore)

Clothing (Women's)

14 Schedules

Maryland (Baltimore) - Clothing

Insured under State Fund.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

(94)

FACTORY SCHEDULE

Baltimore, Md.

1. Name of factory Goldstein-Kress Co. : Address 322 W. Baltimore.

2. Product Middy Blouses & children's suits : Person interviewed Mrs. Lowenstein, forelady. Mr. Kress, Mgr.

3. Number employed

				Total
Men	0	Boys	0	0
Women	22 (5 col.)	Girls	0	22
Total	22		0	22

4. Hours

Daily Begin 8:00 End 5:00 Lunch period ½ Rest period ____ Total 8½

Saturday 8:00 12:00 ____ ____ 4
hrs. posted.

Shifts ____ ____ ____ ____ ____

Regular weekly number of days ~~6~~ 5½ Total weekly hours 46½

Shifts weekly number of periods Total shifts weekly hours

5. Overtime Some in very busy season.

6. Seasonal No, but busier in parts of year than others.

7. Wages

Pay period 1 week. Initial rate $12.00 inexperienced

Fines None.

Bonus None

Overtime pay Same rate as regular.

Vacation - with pay ____ without pay a week or two if they want it without pay.

8. Labor turnover No figures.

Date May 16, 1921. Agent Mary H. Turner.

9. General Description of Building.-
(a) Location-Located in wholesale district in main part of city.
(b) Type of Building- Concern on 5th floor of 5-story building. Brick. Very old.
(c) Approach to workrooms- Workroom reached by stairway in front of building opening off from front entrance hall leading to street. Wooden stairs. Wooden rail, one flight to story. Plastered walls enclosing Two elevators, one passenger, in front beside stairway. Wall between stair and elevator, fire-proof. One freight in rear. Regular man in charge of front. Capacity only about 5 or 6. Man said girls rode up in morning. This elevator is for entire building.
(d) Fire Protection- Fire escape on rear of building. Reached through windows. Windows low. Iron step style fire escape. Exits onto freight elevator, down stairway and through office into front elevator.

No fire doors.
Outside door opens out.
No exit signs.
Exit to fire escape partly obstructed by pressing tables.
No automatic fire extinguishers. Fire buckets at close intervals.
Inflammable material,

10. Workroom Conditions-
(a) General Description of the use of floors:
All on 5th floor of building.
(b) General Impression of workrooms- Workroom gave impression of confusion. The floor was roughly divided into 2 parts by a wooden partition about 10 ft. high part way across room. Piles of stock separated it the rest of way. The machines for making and the pressing tables in rear part. Office and packing in front half. Floors and walls fairly clean but dingy from age. Floors needed scrubbing, rather dusty under tables and in corners.

Ceiling fairly high.
Aisles clear.
The machine tables were in front part of rear room under skylight, and pressers at tables in rear near windows.

(c) Cleaning- Cleaning by colored woman early in morning. Presses and examiners rest of day.
(d) Heating- Heating by steam radiators, five at intervals along one side of room. Would be adequate and even.
(e) Lighting- Natural light not sufficient except for pressers in bright part of day. A skylight over machine tables, but operators use artificial light most of time

Lights, drop, electric. Green shades. Adjustable cord. Windows in front and rear of room. Only about ¾ size of usual window, like loft windows. Front windows cut off from workers by partition. A skylight over middle of room gave a good deal of light. Panes painted white.

Machines were in middle of room under skylight. Pressing tables near rear windows. Machines had fairly good light from skylight but had to use the electric lights.

10. Workroom Conditions (continued)

(f) Ventilation- Ventilated by windows in rear, and skylight, sections of which swing open. Would probably get very warm in summer. Several large wooden electric fans. Roof probably flat. All ventilation from front windows cut off by partition.

(g) Special Ventilation Problem- None.

11. Occupations.

a. List of all occupations.

	WOMEN wh.	WOMEN col.	Time	Piece	
operators,	15,p.			15	
pressers,		5	5		No men except owner.
1 examiner,					
1 forelady,	1		1		

Total workers 21 plus 1 forelady -- 22.

(b) Strain- The pressers exposed to strain of lifting large iron all day. Gas iron.

The machine operators exposed to strain of running the machine and the strain on eyes, and nerves from watching the needle. Could not tell if there was speeding. Probably not.

(c) Strains from sitting and standing-

Machine operators exposed to strain of sitting.

Pressers exposed to strain of standing.

(d) Hazards- Pulleys under machines not guarded. No skirt guards. No large belts. Machines run by motor at end of table.

12. Sanitation.

(a) Drinking Facilities-

Drinking water from faucet in wash basin in winter, from cooler, tank type, in summer, in workroom. Girls use cups they use for coffee at noon. Cups altogether on a table near cooler.

(b) Washing Facilities-

Stationary white enameled wash basin at rear of work room. Two faucets. Not very clean.

1. No hot water unless it is heated on gas hot plate.
2-3 Girls furnish own soap and towels, kept at work place.

(c) Toilets- Toilet partitioned off workroom at rear in corner. Partition not to ceiling, no ceiling over toilet, entered from anteroom. Door to anteroom. Also to compartment. Outside window in toilet, Toilet paper. Door not designated. Fairly clean. Cleaned by one of colored women pressers each day.

Toilet for colored off same anteroom as white toilet. One compartment, door. Partition not to ceiling. Fairly clean. Cleaned by colored woman, toilet paper, no outside window. Light in toilet.

2. No placards.
3. 16 white girls per seat, 6 colored per seat.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

FACTORY SCHEDULE

(94)

12

Baltimore.

1. Name of factory K. M. W. Suit Co. : Address 23 N. Bond St.

2. Product Ladies' woolen suits. : Person interviewed Mr. Kolinskey, Mgr.

3. Number employed

		W Col.			Total
Men	10	10 -	Boys	0	10
Women	36	4 - 32	Girls	0	36
Total	46			0	46

4. Hours

Daily Begin 8 End 5 Lunch period 1 hr. Rest period ____ Total 8

Hrs. not posted.

Saturday 8 12 ____ ____ 4

Shifts ____ ____ ____ ____ ____

Regular weekly number of days 5 1/2 Total weekly hours 44

Shifts weekly number of periods Total shifts weekly hours

5. Overtime None.

6. Seasonal Not seasonal though busier at times than others.

7. Wages

Pay period 1 week. Initial rate Could not say. Depended on experience.

Fines None.

Bonus None.

Overtime pay None.

Vacation - with pay ____ without pay Some time off if they want it - without pay.

8. Labor turnover No figures.

Date May 27, 1921. Agent Mary H. Turner.

9. General Description of Building:
(a) Locations: Located on a side street in Jewish quarter of city about a block from car line.

(b) Type of building: Building was very old, of brick, looked like a reconstructed church. Was remodeled to make 3 stories.

(c) Approach to workrooms and their location: Workroom reached by stairway entered from a hall way opening on street in front of the building. Wooden steps, wooden rails, wood and plaster enclosing walls. Steps very worn and old looking. Lighted by window on landings. No back stair, no elevator.

(d) Fire protection : Fire escape on rear of building. Iron step type reached through windows. Windows not high from floor.
Exit from each floor onto stairway in front end of work room; in rear, onto fire excape. No fire walls or doors.
Outside door opens in. Other doors to stair ways which are of wood open out.
No exit signs.
No obstructions to exits.
No automatic sprinklers. Fire buckets.
Inflammable material.

10. Workroom Conditions:
(a) General description of use of floors: Concern occupied 2nd and 3rd floors.
Cutting and stock on 2nd floor.
Making and finishing on 3rd.
1st floor was a hall or meeting place of some kind.

(b) General Impression of workrooms: Workroom on 3rd floor where girls worked was a kind of a loft room. The walls were dingy with age. Work rooms floors covered with scraps and litter. Dirt around corners and edges and under tables etc. needed good sweeping and cleaning.
Ceilings near walls were low and sloped up toward the center of room, of good height in center but at sides not more than 7 ft. or so. Like this .
The workers were rather crowded, tables close together, looked as though too many people in room. Everything seemed in a confusion. Aisles not well defined.

(c) Cleaning: Cleaning by colored man. Manager said cleaned every day but agent doubted it.

(d) Heating: Heated by steam pipes running around the room. Probably adequate.

(e) Lighting: Natural light seemed sufficient. People were working without lights on day of visit.
Artificial lights, electric drop. Green shades. Not individual, one light for 2 or 3 workers. Windows on two long sides of room on side where ceiling sloped down, also a large single window in front end and 2 smaller ones in rear end of room. Machines near windows on either side of room, pressers and finishers in center of room. Half of the girls would face the light, though part faced north light.

10. (f) Ventilation: No artificial ventilation. Probably very hot in workroom in summer because so near the roof, windows too near the floor for good ventilation should be a vent at top because of the sloping ceiling.

(g) Special ventilation problems: None.

11. Occupations:
(a) List all women:

Women

	Piece		
	Wh.	Col.	For.
Pressing		6	
Finishers		9	
Operators	4	17	4

Total 36 women

Men

Cutters	2	white,	time
Operators	4	"	piece
Presser	1	"	time
Buttonhole	1	"	piece
	8		
	2	foremen	
	10	total	

(b) Strains: Girls pressing exposed to strain of lifting irons all day. Gas irons. Operators strain on eyes and nerves and on leg and foot from running machine. Finishers strain of sewing all day. Eyes and nerves affected. Seemed to be speeding.

(c) Strains from sitting and standing: Operators and finishers strain of sitting. Pressers strain of standing. Seats wooden chairs with backs.

(d) Hazards: No skirt guards nor pulley guards. End shafting boxed. No elevator.

12. Sanitation:
(a) Drinking facilities: Drinking water from faucet in basin in toilet room in cold weather. Cooler in work room in warm weather. Metal tank type. Girls have own cups, at work place. Returning later in season a gent scow woman selling iced drinks to girls in workroom. No ice water furnished.

(b) Washing facilities: Wash basin in toilet room. White porcelain faucets. Not clean. Extremely dirty.
1. No hot water.
2. Girls furnish ~~cups.~~ soap.
3. " " towels.

(d) Toilets: Toilets partitioned off from far end of work room ~~8th~~ 3d floor. In corner. Partition not to ceiling, no covering. Outside window. Dirty, odor bad. Needed good scrubbing. Manager said cleaned every day but agent doubted it. Colored porter cleans. Women's toilet adjoins mens, doors not designated. Toilet paper. White and colored girls both use the same toilet.
2. None.
3. 36 girls to toilet seat.

13. Service and Welfare facilities:
(a) Lunchroom: None.
(b) Restroom: None.
(c) Small cloak closet near toilet room. Outside window. White girls used this. Colored girls hung wraps on walls in a corner. Cloak closet mostly filled up with boxes. Partition not to ceiling.
(d) Health service: 1. None. (medical exam)
2. " (health records)
3. Iodine, peroxied and bandages in office on 2nd floor, in charge of bookkeeper.

(e) Other welfare: None.

14,(a,b,c) Hiring, firing transferring: Manager.
(d) Records: None.
(e) Labor turnover: None.
(f) Training in plant: None; try to get experienced, foreman's assistant when they have to take inexperienced.

15. No home work.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

FACTORY SCHEDULE

(94)

Baltimore.

1. Name of factory Parco Bros. Address 108 W. Fayette St.

2. Product Middy blouses and childrens wash suits. Person interviewed Osbrun

3. Number employed

					Total
Men	1 Col.	Boys	0		1
Women	22 - W - 20 Col. 2	Girls	0		22
Total	23				23

4. Hours Hours posted.

	Begin	End	Lunch period	Rest period	Total
Daily	8	5	30 mins		8½
Saturday	8	12			4
Shifts					

Regular weekly number of days 6 Total weekly hours 46½

Shifts weekly number of periods Total shifts weekly hours

5. Overtime None.

6. Seasonal Not seasonal.

7. Wages

Pay period 1 week. Initial rate $12 inexperienced

Fines None.

Bonus None.

Overtime pay None.

Vacation - with pay without pay Can have a week or 10 days off if they wish in summer.

8. Labor turnover no figures.

Date May 16, 1921. Agent Mary H. Turner

over

The Parlett Co. went into bankrupcy about ~~5~~ six weeks before the inspection. They were insured with the Maryland Casualty Co. The new firm has not settled on any firm yet.

9. General Description of building:
(a) Location: Located in a building in middle of a business block in main part of city.

(b) Type of building: Building an old 5 story brick. The factory occupied the 4th and 5th stories. Other floors occupied by other manufacturing concerns. Building was not large, rooms not over 50 or 60 ft. from front to back.

(c) Approach to workrooms: Workrooms were reached by a wooden stairway, two flights to floor, broken flights. Wooden steps and iron rail. Passage ways on each floor leading from bottom of one flight to head of next flight, very narrow. Wood enclosed. Some landings had lights, some did not. Very dark There was an elevator running to top floor but it was supposed to be operated by the passengers if it happend to be down stairs, or one rang a bell and the firm sent some one down for the visitor. The agent rang the bell but it was evidently out of order as no one responded, so she walked up 5 flights of stairs and down again on departure. Both stairway and elevator in front part of building, entered from a small hall leading to street.

(d) Fire protection: Fire escape on rear of building. Reached through windows. Stairway type. Windows near floor. Exits to elevator and to stairway on each floor. Exits not marked. Heavy doors to stairs and to elevator, but wooden
All doors opened out. Swinging door to street.
No exit signs.
Exits not obstructed.
No automatic sprinklers.
Inflammable material.

10. Workroom Conditions:
(a) Gen. description of the use of floors: The firm occupied the 4th and 5th floors of building. The 4th floor was shipping packing and cutting. The 5th the making and finishing. No girls worked full time on 4th floor.

(b) Gen. Impression of workrooms: The workrooms were not very clean. The floors looked dusty and dingy, as did the walls and ceilings. Work room did not look orderly. Ceilings not very high. Did not seem as high as usual work room ceiling (10 ft. about)
Aisles were clear but seemed to be some unnecessary boxes and litter around work room.

(c) Cleaning: Cleaning is done by one of the colored girls who usually presses. Said she swept once per week. Place looked as though it was never scrubbed.

(d) Heating: Heating by means of steam radiators at intervals along one side of room. Would probably be adequate unless heat fails before it gets up that far.

10. (e) Lighting: Natural lighting not sufficient. Artificial lights were electric drop lights with green shades. There were windows in front and back of room, but they did not help the operators much. There was a small skylight that opened over part of the room. Some of the panes swung open. Machine tables were arranged with the long way of the room whereas windows are in narrow outside wall. None of operators had glare in their eyes.

(f) Ventilation: Ventilation might not be so bad in 5th floor room because of the skylight, but the windows front and back were not large. A number of small electric fans in workroom. The 4th floor room was quite dark and was close.

(g) Special ventilation: None.

11. Occupations:

	WOMEN					
	Time			Piece		
	Col.	Wh.	For.	Col.	Wh.	For.
Operators		2			15	
Exam.		2				
Pressers	2					

1 forelady plus 21 = 22 total
1 porter, man, colored.

(b) Strains : The usual strain of operating a power machine and the usual danger of injury to fingers on the needles which were as usual not guarded. The pressers would be exposed to a strain, from lifing a heavy gas iron all day, which is very tiring.

(c) Strains from sitting or standing: The pressers and examiners would be exposed to the strain of standing. No seats were provided for these girls. The machine operators would be exposed to a strain of constant sitting. The seats were wooden chairs with backs. Some girls had cushions furnished by themselves.

(d) Hazards: There were no skirt guards. No guards on pulley wheels or belts wit under machines, except the slight protection of the rod connecting the treadle to the machine.
The elevator shaft had double wooden doors. These were locked with a padlock. Bad in case of an emergency.

12. Sanitation:
(a) Drinking facilities: Drinking wateris procured in cool weather from a faucet in a wash basin in rear of 5th floor room. In summer they have ice water in a cooler. Tankstyle. Did not know how often cleaned on inside.

12. (a) Girls have own cups; keep them at work place.

(b) Washing facilities: A white enameled wash basin in a rear corner of work room on 5th floor. Two faucets, one broken. Sink very dirty, Said it was cleaned every day but agent doubted that statement..
1. No hot water.
2. Some pieces of hard soap on basin. Forelady said girls had own soap.
3. Girls furnish own towels.

(c) Toilets: Toilet partitioned off from rear of workroom 5th floor, in corner. One compartment. Partition not to ceiling. Entered directly from work room. Door. Not designated. Outside window intoilet compartment. Toilet paper. Dirty. Waste paper on floor. Needed general cleaning and scrubbing. Colored girl said she cleaned it once per week when she swept. Colored toilet beside white. One compartment. Same as white toilet as to entrance and partitions. No outside window. Ventilated from work room. Toilet paper. Not very clean. Cleaned when other part of place is cleaned.
2. No placards.
3. 20 white girls to seat.
2 colored " " "
(d) No uniforms.

13. Welfare Facilities:
(a) No lunchroom. Girls generally eat at machines or go out to lunch.
(b) No rest room. A rude couch was provided in the cloak room however.

(c) Cloakroom: A cloakroom was partitioned off from ~~work room at~~ side of workroom toward rear 5th floor. No door. No window. Light Wraps on hooks and nails around room. Contained a couch covered with a cover and pillow.

(d) 1. No medical exam.
2. No health records.
3. A few simple remedies in office in charge of manager.
No first aid cabinet. No case records.
(e) None.

14. Employment Management:
(a) Manager hires.
(b) " fires.
(c) " transfers.
(d) None.
(e) none.
(f) Girls trained by an instructress or assistant forelady.
15. No home work.

Manufacturer's Liability Ins Co.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

(94)

FACTORY SCHEDULE ~~(Georgia)~~

1. Name of factory Perfect Garment Co. Address 2 Market St. Baltimore

2. Product Middy blouses and heavy white wash dresses. Person interviewed Miss A. Smith, forelady, Mr. Harris, Mgr.

3. Number employed

		W	Col			Total
Men	9	9		Boys	0	9
Women	81	71	10	Girls	2	83
Total	90				2	92

4. Hours Men same.

Daily Begin 8:30 End 5:00 Lunch period ½ Rest period ____ Total 8

Saturday 8:30 1:00 ____ ____ 4½

Hrs. not posted.

Shifts ____ ____ ____ ____ ____

Regular weekly number of days 5½ Total weekly hours 44½

Shifts weekly number of periods Total shifts weekly hours

5. Overtime None

6. Seasonal Not seasonal, quite steady all year around.

7. Wages

Pay period 1 week. Initial rate $10 to $12 per wek. women.

Fines None

Bonus None

Overtime pay None, no overtime.

Vacation - with pay ____ without pay generally take a wk. or two off in summer.

8. Labor turnover No figures.

Date May 17, 1921. Agent Mary H. Turner.

9. General Description of Building-

(a) Location- Located little way from main part of city on carline.

(b) Type of Building- Building, 6 story brick on corner of two main streets. Building in good condition, not in use over 5 or 6 years.

(c) Approach to Workrooms- Workrooms reached by fire proof concrete and iron steps, two flights to story. Entered from small entrance hall leading to street. Opens into front part of work rooms on all floors. Two elevators, one for freight, one for passenger both entered from front entrance hall. Opens into office, short passage leads into workroom. Windows on landings of stairs, also lights.

(d) Fire Protection- One fire escape on side of building, farthest from the workers tables and machines. Iron stairway style.

Exits through windows in women's toilet and wash room and dressing room. This was bad as the window in toilet room was half shut off by toilet partition, only one half of window being open. And the window in wash room was partly cut off by dressing room partition cutting the window in half and only part would be open as the dressing room was kept locked. Same window lighted both wash and dressing room. Exit also by fire proof stairs and elevators. All elevators and the fireproof stair and the fire escape were on the same general side of work room.

Fire doors to elevators and to stairway openings, steel covered, sliding style. Outside door opens in - hooked back. Street door. No exit signs.

Obstructions, see second paragraph of this letter 9 d.

Automatic sprinkler system.

Inflammable material.

10. Workroom Conditions-

(a) General Description of the use of floors:

Work room on 3rd floor of building. Other floors used by other concern. Office on 4th floor.

(b) General Impression of workrooms- Workroom quite orderly in appearance regarding arrangement. A lot of scraps and cloth dippings on floor, result of days' work. Walls, floors and ceilings in good condition; good smooth board floor.

Ceilings good height.

Aisles generally clear. Whole floor was practically one large room except where a room was partitioned off for the colored pressers. Arrangement of work was generally good.

(c) Cleaning-Cleaning done by colored maid. Scrubs the whole place once per week. Cleans continuously.

(d) Heating- By steam radiators at intervals around room. Would be adequate and even.

(e) Lighting- Natural light seemed to be adequate except for dark part of day. All workers had individual lights, electric drop, green shades.

10. Workroom Conditions, (continued)

Windows on four sides of room. Large factory type. Close together on two sides. A number on other two sides.

All workers were near windows. Two rows of machine tables, across room. Part of workers would face light a west exposure. Pressers near windows on side of room. Light at side.

(f) Ventilation- No artificial.

Natural ventilation good. Windows slide open top and bottom, can open on four sides of room.

The pressers might not have such good ventilation as they were in a small room partitioned off from rest of workroom, but partition was not to ceiling. There was no door, but some circulation of air would be cut off.

(g) Special Ventilation Problem- None.

11. Occupations:

(a) List of all occupations:

WOMEN

	Time			Piece.		
	Wh.	Col.	For.	Wh.	Col.	For.
Operators				60.	.	.
Examiners	10					
Pressers,					9	
Floor girls	2					
Maid		1				
1 forelady plus	82	--	83.			

MEN

9 white.

(b) Strain- Usual power machine strain on eyes, nerves and on leg and foot. In addition some girls would have light in their eyes from windows, west light. Pressers would have the strain of lifting irons all day.

(c) Strains from sitting and standing- Operators exposed to strain of sitting. Pressers and examiners exposed to strain of standing.

Seats, wooden chairs with backs.

(d) Hazards- Pulleys and small belts under machines unguarded. End of pulley rod turning exposed in aisle at end of machine table.

Elevator had safety gates.

12. Sanitation-

a. Drinking Facilities- Drinking water in cooler in work room. Filtered, ice cooled. Coils in cooler. Girls have own cup. Keep at work place.

(b) Washing Facilities- One white enameled wash basin in room at side of work room in connection with toilet. Clean. Cleaned by maid.

1. No hot water.
2. Hard soap furnished by firm.
3. Long towels furnished by firm hang by basin.

(c) Toilets-

1. Toilet room in connection with wash room, entered through wash room. Partition not to ceiling. Wash room partitions not to ceiling. Two compartments with doors for white workers. Outside window in toilet room. Clean. Cleaned each day by maid. Scrubbed once per week. Toilet paper. Door to wash room designated.

One toilet compartment for colored, entered through short passageway. Partition not to ceiling. Window in passage outside toilet. Toilet paper. Clean, cleaned by maid.

2. No placards.
3. 10 colored girls to seat.
   41½ white girls to seat.

(d) Uniforms- None.

13. Service and Welfare Facilities-

(a) Lunchroom- No lunch room.
(b) Restroom- None.
(c) Cloakroom and Locker Facilities- Cloak room built at side of room near toilet and wash room partitioned off with door. Door locked, key with forelady. Wraps on nails and hooks around room. Outside window. Partition not to ceiling. No chairs. Fairly clean.
(d) Health Service-

1. None.
2. Health Records-None.
3. First Aid Equipment- Simple remedies in charge of forelady. No case records.

(e) Other Welfare Work-

14. Employment Management-

(a) Hiring, Firing and Transferring- Forelady.
(b)
(c)
(d) Records-None.
(e) ~~None~~ By Forelady

15. Home Work- None-

— Maryland (Baltimore) —

Miscellaneous

13 Schedules

Maryland (Baltimore) - Misc.

8/ Mic

U. S. Department of Labor
WOMEN'S BUREAU
Washington

(94)

FACTORY SCHEDULE

88

1. Name of factory Carr-Lowry : Address Westport, Baltimore

2. Product Druggists' glassware : Person interviewed Mr. R. B. Megary

3. Number employed W. C.

					Total
Men	134 - 117-17	Boys	9		143
Women	82 15-67	Girls	3		85
Total	216		12		228

4. Hours

Finishing Daily Begin No schedule End 7:30 4:30 Lunch period 1 hr Rest period 0 Total 8

7:30 - 4:00 - Oct to May

Saturday 7:30 12 May to October 7½ 4½ 8

(Furnace) (women) (colored) - Shifts 6 days (9 a.m. 5 p.m. / 5 p.m. 1 a.m.) ½ = 7½ daily 0 = 45 wk. ~~44½~~

Regular weekly number of days Total weekly hours ~~44½~~ 48 8

Shifts weekly number of periods Total shifts weekly hours

5. Overtime ~~0 for women.~~

6. Seasonal Yes. Christmas trade perfume seasonal. 6 months summer dull. Summer 1 month off.

7. Wages

Pay period 1 week Initial rate

Fines 0

Bonus ~~Yes on perfect attendance $1 week, girls in furnace room.~~

Gen Factory force 804

Overtime pay None for women. (Except men grinders slight)

Vacation - with pay Office. without pay As please.

8. Labor turnover 118 per cent (job filled twice ~~& in 1920) Average for plant but~~ limited to labor and semiskilled jobs.

Date May 19,1921 Agent Manning

C

9. GENERAL DESCRIPTION OF BUILDING.

a. Location: Outskirts of Baltimore on water front.

b. Type of building: Finishing department (white girls) -- High, brick, one-story, fire walls between it and machine shop and grinding department. Furnace room (colored girls)--usual high brick structure built around furnace for molten glass with high stack.

c. Approach to workrooms and their general location: No halls or stairs used by girls. Doors open directly to outside yard.

d. Fire protection: No fire protective measures, except yard hydrant and hose. Exits--furnace room several, stand open although doors open in; finishing room opens out to yard and slide to adjoining department. Not inflammable material.

10. WORKROOM CONDITIONS.

a. General description of use of floors: Entire plant covers few acres, occupies 5 or 6 separate buildings. (Saw only two departments where girls work.

b. General impression of workrooms: Finishing--wash, tie stoppers and wrap, high 20 feet, brick walls, concrete floor, light. Furnace--brick floor, uneven, open to bay on one side and said to get a breeze all summer.

c. Cleaning: Furnace room, floor sprinkled and swept two to three times daily. (Broken glass bad time of visit). Finish department--swept daily, mopped every Saturday by janitor, clean.

d. Heating: Adequate, steam pipe along wall in finishing department.

e. Lighting: Natural OK. Openings (shutters and iron window protectors removed) on ~~three~~ three sides furnace room. In finish large high windows two sides. Electric--few drop, unshaded in furnace room; few drop shaded, distance above workers' heads in finish department "Not used much".

f. Ventilation: Furnace room--blower system around shop workers, not affect carriers-in, Finish department--two paddle fans running, placed over space girls worked. Furnace room--open and cross draughts. Finish department--cross draughts but windows above level of workers' heads as they sat at work.

g. Special ventilation problems: Heat, furnace room.

11. OCCUPATIONS.

a. List all:

MEN	Time:Piece	WOMEN White Time: Piece	WOMEN Colored Time: Piece
Blowers and asst. (shops)	60	Carry-in, molders, grind off.....	63 day
Misc. help (17 colored)	32	Wash, tie stoppers wrap	4 night

11. OCCUPATIONS.

a. List all:

MEN	Time	Piece	
Blowers and assistants (shops)		60	
Grinders		32	
Miscellaneous help	36 (including 17 colored)		
Supts.	4		
Mechanical	11		
	51	92	= 143 men

WOMEN	Time Colored	Time White	
Carry in, molders, grind off	(63 day (4 night		
Wash, tie stoppers, wrap		18	
	67	18	= 85 women

Grand total.....228 women and men

No data on foreign born, women all native, thought men all native.

b. Strains: Carriers in--colored, carry paddles 5 to 6 feet long, weighing 20 oz. to 3 pounds empty (estimated by Manager), cover distance between shop and leer of 25 to 50 feet (depend on location of shop). Timed one girl moving steadily making round trip (50 feet each way) every 5 minutes. Exposed to extreme heat at leer and unusual heat entire distance, walking on unevenly worn brick. (Weight of paddle filled varies with quality and style of glass). Grinders off, mould workers, exposed to excessive heat and particles of bursting hot glass in air.

d. Strains from sitting and standing: Grinders off, frequent cuts also as well as burns. Girls washing bottle stand on wood platforms, use water tepid or cool. As hold bottle under spray they sometimes burst in girl's hands making sharp deep cuts "unavoidable accidents" impossible to use warmer water. Time of visit washers were wrapping and all said they preferred washing. "Too tiresome to sit still all day".

c. Girls washing bottle stand on wood platforms. Stopper tiers, wrappers sit, low chairs with backs. Work piled around them.

12. SANITATION.

a. Drinking facilities: Finishing--drink city water, spigots at long trough used in washing bottles, or iron sink back part of room. Individual bottles. Furnace--tank cooler, customary to fill smaller containers and have near work place. Individual cups (bottles) easily possible but women careless.

b. Washing facilities: See (a) above. Drinking and washing same location. In finishing--cold water, no soap or towels. Furnace room--wash at tank and sink, used in cooling pipes etc. in industry "if wash", cold water, no soap, no towels.

12. SANITATION. (cont'd.)

b. (cont'd) In yard over 100 feet from where girls are employed is small sheet metal building, resembling 1 car garage, about 3 years old. This is fitted for use of white girls, as wash room, cloak room and toilet Sink is porcelain trough style in center of room. Girls do not use for washing or as cloak room but toilet purposes only.

c. Toilets: In end of building is row of 3 toilets, separated from each other by part partitions, doors OK. Building has windows and is light and clean Girls keep clean. Door of building unlocked, not designated, privacy not assured. Paper OK. Colored women formerly worked here. During home visit they said "People have to provide more sanitary quarters for their cattle than they have there for colored girls". Colored girls' toilet about 5 minutes walk across yard from where they work. Row of several outhouses, drainage direct into river. Some of them for men, others for women, not designated which. Buildings loosely constructed of boards over concrete floor. No seats provided, merely holes in floor which was filthy with fecal matter. Manager could give no definite information about cleaning. No instructions. 18 white women--6 per seat. No data colored, estimated 5 compartments (½ total) for 67 women.

d. Uniforms: None provided in furnace room. Girls furnish own gloves in furnace room. Firm furnishes small leather apron for girls who tie.

13. SERVICE AND WELFARE FACILITIES.

a. Lunchroom: None, many white live near and go home, others eat where they work, Colored girls eat anywhere in plant or in yard.

b. Rest room: None.

c. Cloakroom and locker facilities: See separate building description 12c. Wooden lockers for white girls line two sides of building, not used, far from work, open to any employee. (Yard all fenced in and watchman at gate.) Metal lockers provided for colored girls near leer, not sufficient in number, covered with accumulation of dust, doors with broken hinges, girls don't use them or "seem to appreciate them". All girls keep wraps in workrooms near them, wall nails, shelves, boxes, anything.

d. Health service.
   1. Medical examination: None.
   2. Health records: None.
   3. First aid equipment: Small hospital, charge of office manager, usually locked as located so outside entrance is from yard. First aid and some equipment. Doctor subject to call and comes regularly to plant. Manager said last year there were many more colored women fainted than this year, often the men would call no help but get girl out in yard until she came to again. No explanation for difference in number fainting. Mentioned as minor accidents: 1. Cuts on hands and feet. 2. Burns from flying glass. 3, Mentioned specially deep cuts received in washing bottles. 4. Difficulty with infections with colored employees. (Case records kept.)

e. Other welfare facilities: None.

Insurance Md. Cas.

14. EMPLOYMENT MANAGEMENT.

a.b.c. Who hires, fires, transfers? Plant Supt. and foremen.
d. Records: Very simple.
e. Labor turnover: See 8.
f. Training in plant - by whom? None, except foremen.

15. HOME WORK OR SUB-CONTRACT. None.

SPECIAL: Manager, young man, seemed to think difficult problem with colored women in furnace room. "Do work O. K." "Work that white boys used to do but no boy with ambition can be hired for it nowadays." Accommodations for colored very bad in every respect. Not attract high type. Colored women seemed sodden and reckless in contrast to women at Swindells Glass. Manager said it would be futile to try filling white cards for colored women. They were ignorant, without judgment and might not give accurate information.

S. Mecc

U. S. Department of Labor
WOMEN'S BUREAU
Washington

FACTORY SCHEDULE

(94)

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1. Name of factory Swindell Glass Co. Address Westport, Baltimore.

2. Product Druggists' Glass Supplies, bottles, etc. Person interviewed Jacob P. Swindell, Factory Manager.

3. Number employed

		W	Col			Total
Men	320	255	65	Boys	8 w. 2 c.	330
Women	41	8	33	Girls	2 w.	43
Total	361	~~261~~ 263	~~100~~ 98 (1/7/28)		10 w. 2 c.	~~373~~

4. Hours No schedule seen *2 (15 min.)

Daily Begin 8 End 5 Lunch period 1 hr. Rest period / Total 7½* and 8

*Relief in furnace room only and that irregularly.

Saturday 8 12 May to Oct. 8 to 4 rest of year. 4 7

Shifts 0 now.

Regular weekly number of days 5½ and 6 Total weekly hours 41½ and 44 ~~44½~~ or 47 winter

Shifts weekly number of periods Total shifts weekly hours

5. Overtime Closed 4 months. Undertime. Only two factories operating now. Tank furnace closed. Each shop working 2/3 time.

6. Seasonal Perfume — busy season 4 months before Christmas.

7. Wages

Pay period 1 week Initial rate ~~Not hiring now.~~

Fines

Bonus To office workers.

Overtime pay None

Vacation - with pay Office without pay

8. Labor turnover (bad) Nothing skilled.
(unskilled)

Date May 19, 1921 Agent Manning

9. GENERAL DESCRIPTION OF BUILDING.

a. Location: Outskirts of city, near river.

b. Type of building: Girls work in 3 buildings—(1) furnace room work; (2) tieing and wrap, packing rooms adjoining other furnace house; (3) fitting corks and metal stoppers in storage and office building.

(1) Brick, "shops" on second floor above engine rooms, 2 glass furnaces at each end, 1 pot furnace with 10 shops; other tank with 8 shops and ~~2x~~ 3 presses, usual structure of building.

(2) Brick, walls, concrete floor, 2 stories (or 1 and basement above ground level)

(3) Brick and mill work, 3 story, regular arrangement of floors.

c. Approach to workrooms and their general location:
(1) Chief approach, outside wooden flight stairs, open, rear approach through leer to clay room.
(2) Girls work in between other departments through which must pass, front and rear. (1 and 2 no halls.)
(3) Convenient, 2 outside doors first floor, but girls on third floor must pass through narrow gloomy hall, no windows and electric light out of order, down open stairway not over 3 feet wide also gloomy (agent felt her way along), turn in hall and stairs on second floor, slightly lighter, and narrow hallway first floor, doors open in.
(1) ~~fairly~~ safe, (2) fairly safe, (3) bad.

d. Fire protection: No firescape, no sprinkler. 2 exits seen in office and warehouse. Exits (see 9c)
1. Furnace room quite open structure.
2. Through other workrooms to outside.
3. Narrow halls and stairs, dark. No fire walls noted. Outside doors open in. No exit signs, no obstructions, no inflammable material.

10. WORKROOM CONDITIONS.

a. General description of use of floors: Girls work locations described 9 b and c.

b. General impression of workrooms:
1. Usual glass furnace room, brick walls, concrete floor (more easily cleaned than brick.
2. Concrete floor, brick walls, stock piled so work places rather confined and secluded.
3. Workroom, 1 side center of warehouse, much mibl work, wood floors, high ceiling.

c. Cleaning: Force of cleaners, sweeping and mopping constantly through plant. Girls do not do it. Clean.

d. Heating: Steam in warehouse and office, radiators. Some steam in packing room, sometimes damp. Furnace overheated by industry.

10. WORKROOM CONDITIONS.

e. Lighting: (1) (2) (3) Natural O.K. ordinarily. Electric ceiling lights, porcelain shade in (2) and (3), wire protectors in (1). Not close work by women..
(1) Some light all sides.
(2) Light from windows high above. workers heads on one side
(3) Light one side, most girls had backs to light, few faced it and a glare.

f. Ventilation: (1) Artificial blower system encircles furnaces, none elsewhere.
(2) Packing room and wrapping--windows one side and shut in by piles of stock.
(3) Slight chance for through currents.

g. Special ventilation problems: Usual heat excessive, furnace room.

11. OCCUPATIONS.

a. List all:

WORKING FORCE MAY 19, 1921—TWO FACTORIES OPERATING.

		WOMEN				MEN			
		Time		Piece		Time		Piece	
	Total	White	Colored	White	Colored	White	Colored	White	Colored
Office force	35	3				32			
Foremen	8	1				7			
Blowers	51							51	
Pressers	6							6	
Grinders	27							27	
Cutters	26							26	
Mold makers	11							11	
Packers	7					7			
Carpenters	4					4			
Blacksmiths	3					3			
Semi-skilled laborers	30					20	10		
Unskilled laborers	60					30	30		
Molders	18		2			6	10		
Grinders off	15		3				12		
Carriers	22		15			2	5		
Knockers	15	1				14			
Washers	12					12			
Tiers	8		8						
Wrappers	5		5						
Miscellaneous	10	5				5			
Total	373	10	33			142	67	121	

b. Strains: See strain of carrying-in, described in Can Lowry schedule. Supt. here estimated weight of carrying paddles with load from 5 to 6 lbs. Average distance to lear 50 feet. Knocking off, next blower, constant handling blow pipes with hot ends, heat excessive.
(20 white women during war, now 1)
(Blowers won't have colored women handling their pipes)
(Wages reduced for this one girl from $21 to $18 and now $15)
3 women on molds and presses, also excessive heat. "Women faint here sometimes". Steady pace to keep up with rest of team. 2 women file--apt to get burned and cut more often than others, also great heat.

11. OCCUPATIONS.

c. Strains from sitting and standing: All occupations outside of furnace room workers sit, no foot rests, seats few boxes, more kitchen chairs.

d. Hazard: Hazard of burns and cuts. Much spun glass in air, blowers work fast and every time pipe is removed from press glass bubble breaks like a soap bubble. Firm provides gloves where desired.

12. SANITATION.

a. Drinking facilities: City water faucets, iron sinks in (1 and 2) furnace room and packing needed for industry, chief supply for drinking, convenient. No shortage of individual bottles and containers. (3) Sink also in storage house work room.

b. Washing facilities: (1) Colored women--recently wash and toilet room built one side of furnace room. 1 long porcelain sink, cold water no soap, no towels.
(1) White in furnace room cross street to lunch room (see 13a) another new equipment. 1 enamel sink, cold water, no soap, no towel, but usually washes at sink in shop.
(2) Colored (packing room) wash at sink in workroom, cold and warm water, no soap, no towels.
(3) White girls (warehouse) wash sink in workroom, cold water, hard soap furnished by girls, common towel.

c. Toilets: Colored women furnace room--new clean plumbing, 3 seats, no partitions or doors around seats. Outside window large. Floor concrete with drain in center, no ceiling over entire compartment, paper OK, screened, designated, no instructions, 1 seat, 6 women
(1) white girls furnace room--across street in lunch, locker, wash and toilet room, 1 w. c. in corner, clean, window entirely inclosed, paper, not designated, no placards, 1 girl now to 1 seat.
(3) girls in warehouse--2 toilet compartments inside wall of workroom, 1 never used, in order but only light and ventilation comes over top from workroom. Paper OK. No instructions. Door not designated, no men in this department regularly. 3 girls in office use this, 1 seat for 9 women. All toilets scrubbed every day by man.

d. Uniforms: Gloves furnished by firm for workers in furnace room.

13. SERVICE AND WELFARE FACILITIES.

a. Lunchroom: Provided in corner of warehouse, third floor, during war for white girls working in furnace room. Still used by 1 girl left, Two neat tables, no means of heating food (across street from furnace house) Nothing for colored girls, eat anywhere.

b. Rest room: Girls (white) could use lunch room to rest in, no couch, 2 rockers and kitchen chairs.

13. SERVICE AND WELFARE FACILITIES.

c. Cloakroom and locker facilities: This lunchroom also serves as dressing room Wall lines with nicely painted wood lockers. All others (colored) hang wraps near work places.

d. Health service:
1. Medical examination: None.
2. Health records: None.
3. First aid equipment: First aid in office. Doctor on call.

e. Other welfare facilities: None.

14. EMPLOYMENT MANAGEMENT.

a.b.c. Who hires, fires, transfers? Factory Supt.

d. Records: Very brief records.

e. Labor turnover: No definite data.

f. Training in plant -- by whom? By workers and foremen.

15. HOME WORK OR SUB-CONTRACT: None.

Insurance private company.

Mac

U. S. Department of Labor
WOMEN'S BUREAU
Washington

FACTORY SCHEDULE

1. Name of factory American Wool Stock Co. : Address Baltimore.

2. Product Importers and exporters of cotton and woolen rags for paper stock and dress shoddies. : Person interviewed Mr. Sorrel, Of. Mgr.

3. Number employed

		Col.			Total
Men	29	10	Boys	0	29
Women	72	68 (used on wage study)	Girls	0	72
Total	101	78		0	101

4. Hours

	Begin	End	Lunch period	Rest period	Total
Daily	7:30	5:30	½ hr.	-	9½
Saturday	7:30	4 (in summer til 1 p.m.)			8
Shifts	-	-	-	-	

Regular weekly number of days 6 — Total weekly hours 55½ (Summer 53)

Shifts weekly number of periods (Summer 5½) — Total shifts weekly hours

5. Overtime None for 2 years.

6. Seasonal Steady. Running about ⅓ of force now.

7. Wages

Pay period 1 week. Initial rate $8 minimum

Fines No.

Bonus Last year but dropped. Says rate are "back to normal."

Overtime pay Same rate.

Vacation - with pay Office-1 or 2 wks without pay --

8. Labor turnover No figures. Same with firm 16-20 years.

Date May 20, 1921. Agent M. R. L.

9. General Description of Building:
(a) Location: Located in middle town residence section S. W. Workers live near. some come on cars.

(b) Type of building: Building since the fire (1904) 2 floors occupied, 2 stories high. Brick.

(c) Approach to workrooms: Workroom approached by workers by a narrow alley to hallway, punch clock, and upstairs.

(d) Fire Protection: No fire escape. 7 exits on first floor, some open in and some out. 2 stairways at the middle side and rear, brick enclosed, solid, handrails firm. Freight elevator at rear side. No fire doors, signs, obstructions, inflammable material. Automatic sprinklers, in all rooms.

10. Workroom Conditions:

(a) General description of use of floors: No basement.
1st floor- storage for rags bales and shipping dept.
2nd floor- 3 rooms, assorting rags.

(b) General impression of work rooms: 1st floor- cement; no women.
2nd floor- hardwood in repair. Clean, swept. Walls brick, High ceilings. Aisles clear but irregular. No special routing of work.

(c) Cleaning: Sweeping rooms, halls and care of toilets by night watchman, nightly. Seldom scrubbed. Only good grade of rags received. Sorted into white, colored, and wool, and waste.

(d) Heating: Steam heat. Registers under windows and pipes along middle of room near workers at a long rag conveyor. Rooms very large and barn like, heat probably uneven; claimed to be adequate.

(e) Lighting: Good sized windows 3x4 lights on 3 sides of room. painted on sunny side. 10 skylights in roof. A few electric bulbs without shades for half of them. no local lighting. Arrangement of work stations considered lighting facilities near windows rather than interior of rooms.

(f) Ventilation: Windows open freely. 6 exhaust fans in 2 long walls and 4 small paddle fans in coneyor room. Women in 2 rooms. All exhausts in conveyor room.

(g) Special ventilation problems: Slight lint problems for all. No problem from odors apparently. Probably ventilation is good because rags may be soiled. Rags not fumigated. Dirtiest rags are laundered before they come in. Firm will build a small laundry as they have been approached by U. S. Buyers to furnish clean rags for cleaning machinery on battle ships.

11. Occupations:
(a)

	Total	Men M.	Men W.	Men Piece	Men Time Wh.	Men Time Col.	Men Time F.	Men T&P	Women Pce.	Women Time W.	Women Time C.	Women Time F.	Women P & T
Manufacturing													
Assorters		15	70		10	5	10			-	70	-	
1. Rage wipers (white)													
2. General (conveyor)													
Baling and shipping		2			2								
Supervision		3	1		3					1		for lady gen. room	
Office		6	1		6					1			
Sales		1			1								
Operating													
Maintenance		1			1								
Stock and supplies		1			1								
Employees lunchroom			1										
		29	72		24	5	10			2	70		

(b) Strains: No special strain from speeding, lifting, carrying, etc. Men feed the conveyor.

(c) Strain from standing or sitting: Workers stand at work 9½ hrs. a day. and toss rags into nearby metal cans or piles on the floor. No chairs provided. Many bales about the room and workers may rest on these. 2/3 of them stand at the conveyor.

(d) Hazards: No hazard from long conveyor belt, pulleys, etc.

12. Sanitation:
(a) Drinking facilities: Drinking facilities at wash sink and faucet. Each worker had a glass milk jar which she brought out at lunch time from their hidden places.

(b) Washing facilities: 2 wash sinks and 4 faucets near toilet.-Sinks. Clean. Bring own soap if they want it and use white rags. Very few washed hands before lunch. No hot water, in one work room.

(c) Toilets: One toilet structure at middle side of floor. 4 seats fairly clean. Hand flush for 3 and self-flush for one. All out of working order Toilet paper provided. One seat is separated from the other 3 with an entrance door of its own. Other 3 are partitioned without doors but with entrance door to entire toilet and entrance screen. Each of the two divisions has window ventilation but entire toilet is open high up overhead. Separate. Not designated. 4 seats for 70 women. 3 seats in one — one seat for 18 women —

(d) Uniforms: Caps or head scarfs worn by all the women, and old clothes Firm gave them a party once and gave each one a brown duck jacket but did not replace them as they wore out, nor launder them.

13. Service and Welfare facilities:

(a) Lunchroom: for office force only in a small building of corrugated metal structure in the yard. One of the assorters prepares coffee and buys cheese or pie as desired. Comes in at 11 from the workroom. Others eat at workstations in half an hour period. No cooking facilities. Talked with cook - rather superior.

(b) No restroom.

(c) Cloakroom: Cloakroom is sort of a "den" for the white forelady with a desk in there and 2 large lockers in which she hangs their street clothes and lays them over a bar. At rear of workroom on 2nd floor.

(d) Health facilities:
No medical exam nor health records.
First aid cabinet in the office administered by an office man.
No accidents or records.

(e) Other welfare: Insurance in a private Casualty Co.

14. Employment Management:
(a,b,c) Hiring, firing, transferring: Ware house manager has entire charge of employment.

(d) Records: A very simple card file of addresses, dates of service, etc.

(e) Labor turnover: No figures.

(f) Training in plant: No instruction unless by forelady. Can learn to sort in a day or so.

15. No home work.

No Card

88-1 ✓

(93)

U. S. Department of Labor
WOMEN'S BUREAU
Washington

HOME VISIT SCHEDULE

Name of worker Mrs Harris colored Address 812 Ostend st.

Formerly Firm Cass Stuzy - Glass Co Occupation File off

Hours: Regular _____ Irregular _____

Overtime _____

Lost time closed down & left

Reasons _____

Wages: Piece work _____ Time work ✓ 9.60 when left.

Increases in past year _____

Decreases _____

Variations in past year _____

Fines _____

Bonuses _____

Former job: Industry Rag picker Occupation Goldstein Rag Shop Swift & Wiconico

Hours 8 Daily _____ Weekly _____

How long held few mos Earnings when leaving $3-$4 full time

Reason for leaving Dr advised - dust thick - & so hot "dripping to waist" all summer

Personal facts: Age left school _____ Grade completed _____

Reasons for leaving school _____

Living at home _____

Boarding _____ Amount paid _____

Date June 5 - 1921 Agent C Manning

Mother of Cecilia w at Swindells

Cars sorry

No Wash room for colored women — use tank outside of room used in industrial processes —

Toilets — not fit for animals — animals have more sanitary quarters (see schedule)

Lockers — near here — broken, dirty but necessary to use them in winter when they wear wraps — No keys —

File off — fingers get very hot — so workers wear gloves which they must furnish themselves. In some ways easier than "carrying in" as one sits to file off — on a box, but it is near the furnace heat & liability to burns greater both from glass in air & job itself.

Faint — has seen not a few women succumb to heat — not given special aid — "too far to carry to hospital" (probably means no stretcher) but carried out doors —

Minnie Hopkins Single - 27 yrs. Began Work 22 yrs In trade 5 yrs. With firm 7 yrs. With ~~family~~ Aunt
~~Born U.S.~~
Mrs. Smith - Widow - 33 yrs Began Work 18 yrs. In trade 15 yrs. With firm 4 yrs With family.

(93)

Born U.S.

19-1

Not seen

U. S. Department of Labor
WOMEN'S BUREAU
Washington

facts about girl only.

HOME VISIT SCHEDULE

Name of worker ~~Mrs Smith~~ Minnie Hopkins Address 503 Welcome Alley 815 Seventh St.

Firm Swindell Glass Occupation {mould slush press

Hours: Regular Yes - ~~Tues & Fri~~ 8-5 Irregular

Overtime no

Lost time Some

Reasons Lig. Trd

Wages: Piece work no Time work $16.50

Increases in past year no

Decreases Yes from 18 to 16.50

Variations in past year " "

Fines no

Bonuses no

Former job: Industry Occupation

Hours Daily Weekly

How long held Earnings when leaving

Reason for leaving

Personal facts: Age left school Grade completed

Reasons for leaving school

Living at home

Boarding Amount paid

Date June 5 1924 Agent C Manning

over

Press machine. Hottest job woman does in plant - Relief every $\frac{1}{2}$ hr - Must keep up with speed of machine & man who sits next her - Work in team of 2.

Blower system (run by compressed air) - keeps draught playing on heads. Some girls get to draught but heat would be terrific without it.

Sits on stool - not adjustable with small back.

Mold machine - steady 8 - 5 (only 1 hr noon)
no relief -
Constant sitting - open & close molds -
heat - excessive from furnace
& constant handling hot ware -

Widowed 52 yrs. Born N. R.

Began work 16 yrs. In trade 2 yrs with firm 2 yrs. with family

89-2

(93)

U. S. Department of Labor
WOMEN'S BUREAU
Washington

HOME VISIT SCHEDULE

Name of worker Mrs Henrietta Gaines Address 842 W Chestnut

Firm Swindell Bros Occupation carry in

Hours: Regular no Irregular 8 - 3 P.M. or later

Overtime no Shortness of day inducement to work here

Lost time yes

Reasons

Wages: Piece work Time work ✓ $9

Increases in past year yes started about 2 yrs ago at $7.50

Decreases no

Variations in past year

Fines 0

Bonuses 0

Former job: Industry Day Nurse, Housework Occupation refin married

Hours Daily Weekly

How long held Earnings when leaving

~~Reason for leaving~~

widow 2 yrs & worked here since.

Personal facts: Age left school Grade completed

Reasons for leaving school

Living at home

Boarding Amount paid

Date June 5 1921 Agent C Manning

over

9 children - 2 work -
Rent - $3½ - 4 rm. house -
Shiftless - hand to mouth (naturally)

Now carrying in for slow-shop (2 oz size bottle) - 15-20 ft. from her -
This shop has no relief but she does not notice strain of hurrying in this shop -

~~How~~ Factory is so near home that she comes home at noon - She feels she needs hot tea then - especially in winter.

Commented on bench to rest on placed against her - nice & warm to lean against in winter -

Married 33 yrs Began work 12 yrs. In trade 4 yrs. 7/13
Born U. S. with firm 4 yrs.
With family

(93)

U. S. Department of Labor
WOMEN'S BUREAU
Washington

HOME VISIT SCHEDULE

Name of worker Mrs Garrett colored Address 811 N Ashland

Firm Swindell Glass Occupation wrap bottles + pack

Hours: Regular Yes - 8 - 5 Irregular

Overtime no

Lost time yes

Reasons Biz poor

Wages: Piece work no Time work $7 1/2

Increases in past year yes

Decreases no

Variations in past year - for 3 yrs worked at 6 wk - wrap only - Then demanded raise - & given packing also - raised to $7.50 about yr ago

Fines no

Bonuses no

Former job: Industry Domestic Occupation

Hours Daily Weekly

How long held Earnings when leaving

Reason for leaving

Personal facts: Age left school 12 Grade completed 2

Reasons for leaving school To work

Living at home with parents -

Boarding Amount paid

Date June 5 - 1921 Agent C Manning

over

Factory convenient & comes home at noon.
No special strain - sits most of time -
mechanical wrapping paper around bottles
No speeding -
has elec. lights much of time in winter -

Married - 75 yrs.(?) Began work 14 yrs. In trade 10 yrs.
Born U. S. With firm 10 yrs.
With ~~rels~~ family

(93)

U. S. Department of Labor
WOMEN'S BUREAU
Washington

89-4

HOME VISIT SCHEDULE

Name of worker Mrs Hammond colored Address 813 W Ostend

Firm Sundell Bros Occupation wrap bottles

Hours: Regular Yes - 8-5 Irregular

Overtime noon 1 hr -

Lost time

Reasons

Wages: Piece work no Time work yes -

Increases in past year no

Decreases "

Variations in past year "

Fines "

Bonuses "

Former job: Industry Occupation

Hours Daily Weekly

How long held Earnings when leaving

Reason for leaving

Personal facts: Age left school Grade completed

Reasons for leaving school

Living at home

Boarding Amount paid

Date June 5 1921 Agent C Manning

over

75 yrs old - husband works also -
Sat in same place wrap bottles for
10 yrs - at $6 wk -
Not as fast as younger girls - but
began at $3 wk.
Thinks concrete floor gives her rheumatism
Cramp from sitting & has to get up &
walk a little -
Seat is a box like arrangement with
hard back nailed on.
Hangs maps on wall beside her

Does not go home at noon but spends
hour tearing newspapers into proper
sizes for wrapping.

Could not tell about cleaning a
closed wooden barrel used for drinking
water - Never noticed anyone do it.

Single - 16 yrs Began work 15 With trade 1 yr ✓
Born U.S. " firm 1 yr. 89-5
Lives with family

(93)

U. S. Department of Labor
WOMEN'S BUREAU
Washington

HOME VISIT SCHEDULE

Name of worker Cecelia Harris colored Address 812 Ostend St.

Firm Swindell Bros Occupation carry in

Hours: Regular no Irregular frequently finish by 3 P.M. ✓

Overtime no

Lost time yes - biz not steady

Reasons " " "

Wages: Piece work no Time work yes $9.

Increases in past year yes - began at $6. year ago

~~Decreases~~ when only 15 years old - & had 3 raises

Variations in past year

Fines 0

Bonuses 0

Former job: Industry Occupation

Hours Daily Weekly

How long held Earnings when leaving

Reason for leaving

Personal facts: Age left school 15 Grade completed 7

Reasons for leaving school to work

Living at home yes

Boarding Amount paid all to mother

Date June 5 1921 Agent C Manning ✓

over

Mother - widow - several children
Parlor showy - poor street -
Rent 4 rooms - $3 $\frac{1}{2}$.

Began on press machine (hotter than carrying in - steady, fast work) & fainted - Mother objected & foreman let her carry in afterward -
There was no cap to rest on - was stretched out on dusty concrete floor beyond the tank.

Relief periods 10 min a.m. & p.m.

Asked about aunt carried - Cecilia replied -
quart bottles
6 on a shovel - at a time
Score - "make 5 blocks in $\frac{1}{2}$ hr."
but could not explain that.

See of Glass Flowers mion - gave weight of shovels av. 3 lbs. &
his carrier has 10 - 3 $\frac{1}{2}$ 3 bottles as a load - about 5 min round trip to kiln & back - distance 20 ft -

---

Mother says no fit job - but pays better than others for a colored girl -
Cecilia chief bread winner - as mother not steady.

— Maryland (Baltimore) —

Boxes, paper

5 Schedules

U. S. Department of Labor
WOMEN'S BUREAU
Washington

(94)

FACTORY SCHEDULE

Baltimore

1. Name of factory Geo. Frank Sons & Co. Address 114 S. Eutaw St. 112 S.

2. Product Paper Boxes & Xmas tree ornaments. Person interviewed C.E. Jordon, Mgr.

3. Number employed W-Col. 29-7

				Total
Men	36	Boys	0	36
Women	131	Girls	0	131
Total	166 7		0	166 7

4. Hours

	Begin	End	Lunch period	Rest period	Total
Daily	7:45	5	½		8¾
Saturday	7:45	12			4¼
Shifts					

Regular weekly number of days 5½ Total weekly hours 48

Shifts weekly number of periods Total shifts weekly hours

5. Overtime None

Undertime

6. Seasonal Steady

7. Wages

Pay period 1 week Initial rate $8

Fines None

Bonus None

Overtime pay None

Vacation - with pay without pay can arrange if ask

8. Labor turnover No figures

Date May 12, 1921 Agent E. Benham

George Frank & Sons,
Baltimore.

9. General Description of Building.

a. Location - Near center of business section and near carlines.

b. Type of building.- Main building built for industrial purposes; old but in good condition. Annex built as store house. Main building 7 stories
Annex 3 stories, both brick.

c. Approach to workroom (stairways) and their gen. location.

No halls. Stairways, one in main building, one in annex near front of building, both have brick wall on one side, wooden partition on other. In main building electric light at head of each flight. In annex light from windows in first and second floors.

d. Two fire escapes in main building, on one side iron ladder type, one at rear iron stair type, each with iron landing at each floor. Fire escape exits thru windows. Other exit onto street at front of building. Doors open in. No exit signs. Exits clear. Automatic sprinkler; hand extinguishers and fire buckets. Material cardboard, paper and tinsel.

10. ~~d~~. Workroom conditions.

a. General impression. - Basement lining machines, heat and ~~paper~~ power plants. First floor office cutting, 2nd and 3rd floors manufacturing of tinsel ornaments, 4th and 5th floors, manufacturing of boxes, 6th floor, shipping. 7th floor storage. Annex 1st floor hand covering of boxes and storage, 2nd floor manufacturing of boxes, 3rd floor not used.

b. Cleaning- Floors wood, some tracked in dirt, dust under machines and in corners, walls brick white washed, grimy. Ceiling high enough, aisles in tinsel dept. narrow and circuitous. Aisles in box depts. obstructed in places by piles of stock. Machines and some tables for hand work near windows on three sides of rooms, stock and some hand work in center of room. Stock and some hand work in center of room. An impression of some disorder. Workers keep tables clean as necessary for nature of work, and give general cleaning to tables and machines once a week.

Floors swept by certain men as part of their duties near closing time each day. No scrubbing. Stairs scrubbed once a week by part time colored women (statement). Stairs littered and much tracked-in dirt.

d. Ventilation- Steam heat, pipes along outside walls. Seemed adequate.

e. Special temperature, humidity, etc.- Windows on three sides of work rooms in main building, some clear glass some frosted, some windows had shades some none. (not especially needed); adequate for most of workers. Light burning in places on cloudy day.

Annex windows at front and back of long narrow room. Not adequate for most of workers.

Main building. Electric lights with large pan-shaped deflectors near ceiling at intervals. Shades in annex smaller bowl-shaped ones.

Position of workers in relation to windows;varied a few faced

windows.

f. Lighting- Natural ventilation through windows.(O.K.)

11. Occupations.

a.

Women	Time	Piece
Box-making	w.	w.
Machine covering		11
Hand covering		19
Wrap.		2
Helpers (pack, tie & label	45	
(7 of these operate stayer machines) 1 hand stripper, 2 pasting machines)		
Tinsel Ornaments.		
weave tinsel,		16
spooling,	12	--
wrap and pack & paste,	28	4
wire stitching,	---	4
	85	-56- -- 131

Men	All time white	colored.	
Tinsel dept.	7	---	
Box "	7	1	
Cutting	7	1	
Lining,	2	--	
Ship	5	1	
Elevator,	---	2	
Driver,	---	2	
Eng. & fireman,	1	---	
	29	7	----36

b. Hazards or strains.

Possible eye-strain from glare of electric lights. For pasters hands must be constantly wet. Gluers had heat of steam at table which keeps glue hot.

c. Strains from sitting and standing, (kinds of seat and number provided.)

Girls at covering and staying, stripping and pasting machines all sit, helpers sit or stand according to nature of work, can probably do both.

Tinsel weavers and spoolers must stand constantly. Seats stools of various height, seats available for all. Footrests on machines. Rungs of stools for others.

d. Guarding of machinery-One wire stitching machine unguarded, others guarded, stayers guarded. A few unenclosed side belts.

12. Sanitation

a. Drinking facilities.- Faucet in sink in each work room. Girls furnish own glasses and keep them where they work. Ice water in coolers in summer.

b. Washing facilities- Sink in each work room. Hot and cold water in main building. Cold only on first floor of annex. Hot and cold on second floor. No soap or towels furnished.

c. Toilets:

1. Location and description - Main building one toilet on each of 2nd, 3rd, 4th and 5th floors. Same description. No women on other floors. In corner of work room. Small.compartment, 8 ft. partiton, (no ceiling), one seat.Window,, no screen except on one floor there is a screen of light weight brown cotton cloth.

Annex, one toilet 1st floor entered from dressing room 8 ft. partition, (no ceiling) also 8 ft. partition to dressing room. Window in dressing room. Cleaned and scrubbed by colored woman once a week. Toilet paper furnished.

2. No sign regarding washing.

3. Main building 26¼ - annex, 24 women use one seat.

13. Service and Welfare Facilities.

a. & b. None. Gas plate in work room for coffee. (Some women make own coffee)

c. Cloakroom and locker facilities.- Main building; one dressing room on each of 2nd, 3rd, 4th and 5th floors. 8 ft. partition. One window, brown cotton curtain at entrance.. Shelf for hats and hooks on walls. Clean.

Annex, similar room on first floor with door at entrance. No shelf.

d. Health Service.-1 Medical examination- none.
2.Health records dept. - none.
3.First aid equipment, etc. - ammonia, iodine, bandages kept in office. In charge of any one in office or of any one of foremen.

14. Employment Management.

a. Who hires - assist. manager.
b. Who fires? - foremen.
c. Who transfers? - foremen.
d. Records. - none.
e. Labor turnover- no figures.
f. Instruction - by experienced workers. Paid time rates while teaching beginners.

15. a. Taken to homes Monday, collected Sat.
b. 60 workers at present doing work in their own homes.
c. Name and address of each worker on file.
e. No license.
f. Making of ornaments for Xmas tress from materials cut in plant. Hand work fastened together with wire. None done in plant.

— Maryland (Baltimore) —

Boxes, Wood.

3 Schedules

U. S. Department of Labor
WOMEN'S BUREAU
Washington

(94)

FACTORY SCHEDULE (Georgia)

Baltimore,

1. Name of factory H. D. Dreyer. Address corner Alice Anne & Spring

2. Product Wooden boxes. Person interviewed C. F. Dreyer, Supt

3. Number employed

		W. Col.				Total
Men	93	77	16	Boys	5 W.	98
Women	6			Girls	1	7
Total	99				6	105

4. Hours

	Begin	End	Lunch period	Rest period	Total
Daily	7	5:30	½		10
Saturday	7	12			5
~~Shifts~~ Children under 16	7	5:30	30 min.		~~8~~ 5
Sat.	7	12			

Regular weekly number of days ~~6~~ 5½ Total weekly hours 55

~~Shifts~~ Children under 16 weekly number of periods ~~6~~ 5½ ~~Total shifts~~ children weekly hours 45

5. Overtime None

Undertime, 45 hrs. wk. now, 8 daily and 5 Sat.

6. Seasonal Feb. to May slack.

7. Wages

Pay period 1 week. Initial rate 24¢ to 27½¢ an hr. is range of rates. Practically no experience needed.

Fines None. Have time clock and pay for actual hours.

Bonus None

Overtime pay time and half

Vacation - with pay none without pay can arrange in slack season, no system.

8. Labor turnover no figures.

Date May 9, 1921. Agent E. Benham

9. General Description of Building.
(a) Location- In manufacturing district near several carlines. Workers live in neighborhood. Building on corner.
(b) Type of Building- Building rather old, but fair repair. Build for industrial purposes. 3 stories, brick.
(c) Approach to Workrooms-One rather narrow hallway at front of building leads to the only stairway near front of building just back of office. Only entrance to 2nd and 3rd floors. Wooden, enclosing walls to hall and stairs. Iron hand rail on stairs. First floor reached direct from street through large doorways. Women on 2nd and 3rd floor only. Hall and stairs well lighted by windows. Door opens out.
(d) Fire Protection- One fire escape at rear, iron stairway type, exit through window. Sign painted over window, other exits not marked. No obstructions, automatic sprinklers throughout and fire buckets at frequent intervals. All materials wood.

10. Workroom Conditions.
(a) General Description of Use of Floors- Three floors, each constitutes one workroom. All used for manufacturing except for small offices in corners of 1st and 2nd floors.
(b) General Impression of Workrooms- wood floors good repair, clean, except for day's litter. Walls brick white-washed, rather grimy. Ceiling high enough. Aisles wide, no crowding. Machines at regular intervals throughout workrooms with piles of material near each, quite orderly.
(c) Cleaning-Hall and stairways swept by shippers "when needed" Interval unknown. Foremen direct it to be done. Caked dirt and litter of some standing on stairs.
Floors and work benches swept by workers each in own dept. every day just before closing. No scrubbing.
(d) Heating-steam heat, long pipes along walls. Judge adequate.
(e) Lighting- Ordinary sized windows ground glass on three sides about 2 ft. apart. Not adequate near center of room because of size of room and because machines and material in places interrupt light. adequate by machines.
Large electric lights at regular intervals throughout room near ceiling. Bulbs frosted. Large pan-shaped deflectors green outside, white in. Burning near center of room on bright day. Relation of workers to windows varies. None very near windows.
(f) Ventilation. Exhausts on all machines, producing shavings or sawdust. Natural ventilation through adjustable side pivoted windows on 3 sides.
(g) Special Ventilation Problem- None.

11. Occupations.(a) Women run matching machine, squeezing machine, pressed match and mender, piece together.

TIME	Wh.	Col.	For.
Machine Op.	4		
Helpers,	3		
	7		

Supt. stated ~~other~~ women changed work as they desired so all did both sorts of work at times.

11. Occupations, (con)

Men	time, Wh. ~~col.~~	Col. ~~for.~~	~~Fox~~	
machine operators,	34	~~1~~	1	
helpers,	35			
engineer,	1			
driver,	1	2		
chauffeur,	0	2		
" helper,	0	2		
shippers,	0	9		
examiners,	9	0		Total
elevator man,	0	1		
	81	16	1	98

Superintendent not sure of foreign except in one case noted. Thought all others native born.

(b) Strains- None. Need not do heavy lifting.

(c) Strains from sitting and standing-Operator and helper at one machine ((one that fastens 2 boards together with metal piece) sit. Others stand. Seats were boxes. No regular seats in workroom. No footrests.

(d) Fire Protection- Matcher machine had rolls between which boards were fed. Fingers could be caught in rolls "not fool proof" supt. stated. Machine for fastening (end mender) together boards worked like a punch press. No guard to keep fingers from press. Tripped by foot lever. Belts running through floor enclosed to height of about 4 ft. Overhead belts and some small side belts not enclosed. Chute when material was slid from third to second floor had rail on three sides but 4th open. Was next to wall but should have gate.

12. Sanitation.

(a) Drinking Facilities- Water from faucet in wash room third floor and in sink in workroom on second floor. Women provide own cups. Ice in summer if workers wish to arrange and pay for it.

(b) Washing Facilities- One bowl in wash in dressing room third floor. Room completely enclosed. Two windows. Workers (women) clean room and bowl at uncertain intervals. Foreman responsible for having it done. Very untidy, bowl coated with black. 1. cold water. 2. no soap furnished. 3. No towels furnished.

(c) Toilets- 1. small compartment in corner of washroom. 8 ft. partition, no door, but screened from rest of washroom. Ventilation through windows of washroom. Cleaning cf. 12b. Toilet paper furnished. 2. No instructions as to washing. 3. Seven girls to one seat.

13. Service and Welfare Facilities.
(a) Lunchroom- Eat lunch in washroom (12b) no table.
(b) Restroom- Chair and ~~lounge~~, wooden bench in washroom (12b)
(c) Cloakroom and Locker Facilities-See (12b) hooks on walls.
(d) Health Service- 1. Medical Examination-None.
2. Records-None.
3. First Aid Equipment- Two cabinets one on 1st and one on 2nd floor. Foreman of each floor in charge.
(e) Other Welfare Work-none.

14. Employment Management.
(a) and (b) Hiring and Firing.- foreman in each dept.
(c) Transferring-superintendent.
(d) Records-none.
(e) Labor turnover- none.
(f) Training in plant-Foremen in each dept. Begin with easiest work.

15. Home Work- None.

— Maryland (State) —

Men's Clothing

13 Schedules

U. S. Department of Labor
WOMEN'S BUREAU
Washington

171 (94)

FACTORY SCHEDULE

N. Y. Firm. Salisbury, Md.

1. Name of factory Shebowitz & Son, : Address Cathol St.,

2. Product Men's shirts, : Person interviewed G.H. Calloway, Mgr

3. Number employed not posted.

					Total
Men	1	1-0	Boys	0	1
Women	18	0-18.	Girls	0	18
Total	19				19

4. Hours

	Begin	End	Lunch period	Rest period	Total
Daily	7:30	5:30	1 hr.		9
Saturday	7:30	12			4½
Shifts					

Regular weekly number of days 5½ Total weekly hours 49½

Shifts weekly number of periods Total shifts weekly hours

5. Overtime None

6. Seasonal No

7. Wages

Pay period 1 week Initial rate all P. W. rate at once.

Fines None

Bonus 10% of what made for all.

Overtime pay None

Vacation - with pay without pay 1 week closed.

8. Labor turnover No figures.

Date July 12, 1921. Agent E. Benham

9. General Description of Building.
(a) Location- In manufacturing district.
(b) Type of Building- Old dance hall, frame, 2 story, fair repair
(c) Approach to Workroom- Entrance direct to first floor (store room). No hall, One stairs at front of building, open, wooden hand-rail, light, natural, adequate. Outside stairs at opposite side of building. Open wooden hand rail. Not roofed over.
(d) Fire Protection- No fire escape. 2 story building. One exit first floor doors open in. Also one with rolling door. Exit to outside stairs 2nd floor. Door opens in. No signs on exits. No obstructions. Hand extinguishers on each floor. Material cloth not especially inflammable.

10. Workroom Conditions.
(a) General Description of Use of Floors.
No basement. 1st floor, cloakroom, rest of space one large room used for storage. Not all space used on this floor, no inside wall finish just outside clapboards, no women here.
2nd floor, sewing. 2nd floor, work room.
(b) General Impression of Workroom- Floors hard wood, dusty but not of long standing. Walls and ceiling matched lumber, unpainted, recently done. Ceiling high enough, aisles wide enough. No crowding. However, some unusued material, (or appeared unused) accumulated by one wall, gave disorderly appearance.
(c) Worktables parallel to long side of room. Floors and halls supposed to be swept daily by foreman who has charge of this building. Probably done regularly, no scrubbing.

(d) Heating- one rather small coal stove in center of workroom. Manager stated adequate. Did not seem possible.
(e) Lighting- Windows on four sides of room. Clear glass shades. about ½ women face windows. Not near. Probably no glare, cloudy day of visit. Unshaded cord lights for about each two workers.
(f) Ventilation- Natural through doors and windows. Fans on machines
(g) Special Ventilation Problem-None. 1 on each row.

11. Occupations.
(a) List of occupations.

	Women	All piece,	all colored.
Machine operators,		16	
Inspect.		1	
Forelady,		1	
		18	

	Men	Time White.
Foreman,		1

Manager directly for this building. Manager spends more time at other plant apparently.
(b) Strains-None, but possible eye strain.
(c) Strains from sitting and standing- All sit. Ordinary dining room chairs, no foot rests.
(d) Hazards- A few machines perhaps 1/5 had no skirt guards.

12. Sanitation.

(a) Drinking Facilities. Cooler in workroom. Common cup near. Stated women had own cups, noted one woman dip from cooler with common dipper without handle, rinse her own cup at window and dip again to fill it.

(b) Washing Facilities- Tin basin on floor in cloakroom, 1st floor (13c) Empty pail on bench. Large dipper with some water in it. No plumbing in building-can heat water on stove if in use. 2. No soap. 3. No towel. Water obtained from manager's house. Stated he carried it.

(c) Toilets- Privy in yard, two separate compartments with door. No light or ventilation except through door. One seat in each. No toilet paper. Vault cleaned by part time work. No one knew when or how often. Women under forewoman responsible for condition of seat and floor, fair condition except seat recently wet. Due no doubt to fact toilets are open and accessible to any one, in neighborhood, no designation, no screen. 2. No instruction. 3. 10 women use one seat. Maximum.

(d) Uniforms-None.

13. Service and Welfare Facilities.

(a) Lunchroom- None, some bring lunch; may eat in cloakroom or workroom.

(b) Restroom-None.

(c) Cloakroom and Locker Facilities- Bare room first floor, board partition, long wooden bench. Window. Nails on walls, small coal stove.

(d) Health Service 1 None.

2. Health Records-None.

3. First Aid Equipment- Good first aid cabinet. Foreman in charge.

4. Didn't know compensation. Handled by N. Y. Office.

(e) Other Welfare Work-None

14. Employment Management.

(a) (b) (c)-Hiring, Firing and Transferring-Foreman usually. Manager sometimes advises.

(d) Records-None.

(e) Labor turnover-no figures, state very high.

(f) Training- foreman.

15. Home work-None.

State colored workers "no good". Work very poor. Workers very unreliable. Will discontinue this plant soon if there is no improvement.

Maryland (State)

Laundries

10 Schedules

U. S. Department of Labor
WOMEN'S BUREAU
Washington

202 (94)

FACTORY SCHEDULE

1. Name of factory Carroll's Laundry. Address Havre de Grace.

2. Product General laundry. Person interviewed Mr. Carroll, Prop.

3. Number employed

					Total
Men	2	Boys	0		2
Women	11 6-5	Girls	0		11
Total	13		0		13

4. Hours Not posted.
Daily Begin 7 End 6 Lunch period 60 Rest period 0 Total 10

Saturday Usually none; sometimes 2 or 3 hrs.

Shifts

Regular weekly number of days 5 Total weekly hours 50

Shifts weekly number of periods Total shifts weekly hours

5. Overtime None except Saturday A. M.

6. Seasonal No.

7. Wages
Pay period Week Initial rate Same as 6 ~~wks~~ mos. ago.

Fines None.

Bonus None.

Overtime pay Hourly rate.

Vacation - with pay ~~None.~~ without pay None.

8. Labor turnover High.

Date May 31, 1921. Agent Edith G. Knowles.

9. General Description of Building:

(a) Location: In center of town, back of railroad station.

(b) Type of building: Modern building built for laundry. Terra cotta. One story.

(c) Approach to workrooms: One workroom, entered from side and front door. No stairs.

(d) Fire Protection: No fire escapes. Three exits, two front and one side. No fire doors, all walls fireproof. Doors open out. No exit signs. No obstruction to exits except gate at end of counter where goods are received No sprinklers or extinguishers. No inflammable material.

10. Workroom Conditions:

(a) Generaldescription of use of floors: Washing done in rear corner of room and ironing on higher level brick floor in front of the room. Floors clean and dry, walls clean and new, very little wall space between large windows.
Ceiling 15 ft.
Aisles not crowded.
Arrangement of work satisfactory.

(c) Cleaning: Cleaning of room done by all workers every Monday morning and during the week all other cleaning done irregularly by colored men.

(d) Heating: Steam, adequate and even.

(e) Lighting: Very satisfactory as windows on four sides. Suspended, shaded, local electric lights available, but no overti e and seldom used. Windows on all sides. No workers faced light though some were sideways to it.

(f) Ventilation: Through windows and ventilators over each window and door, seemed adequate on a hot day.
No artificial system.
(g) No special problems in part of room where women were working.

11. Occupations:

		Week work - hour	
Women -	Ironers	6 white, 5 colored	11
Men	Washers	2	
	Total	13.	

11. (b) Strains: None.

(c) Strains from standing or sitting: All workers stand regularly. Most of them have some opportunities to sit during the day while waiting for work. Markers and sorters sit while working - they iron the rest of the time.
Benches were seen along the walls but no chairs.

(d) Machinery said to be guarded. No belts or shafts exposed.

12. Sanitation:
(a) Drinking facilities: One new cooler, and faucet water in toilet. Workers keep own glasses on table.

(b) Washing facilities: One basin in toilet. Not clean, 2. no soap, 1. no hot water, 3. no towels. Manager said he had intended to put in shower but was glad he had not, as workers seldom took advantage of what they had.

(d) Toilets: 1. Toilet in separate room, clean, in good condition, paper provided, not designated, screened, cleaned daily by one of the men.
2. No instructions.
3. 11 women and 3 men including manager use 1 seat.

(d) Uniforms: No uniforms or caps worn. Workers wore cotton dresses. Manager let them launder them if they were regularly entered on a slip but could not bring them in otherwise, as he had found them taking other clothes with them - sometimes he deducted the amount from their pay and other times did not.

13. Service and Welfare facilities:
(a,b,c No lunchr, rest, or cloak room. Workers expected to go home for lunch or if sick. May eat at their machines, hang their wraps in the toilet or around the walls.
d. 1. No medical examination.
2. No health records.
3. No first aid, never had any accidents.
Travellers' Insurance.

Manager was very proud of his equipment and prophesied agent would never see a lighter or better arranged laundry. Was bored by the investigation and had no conception of improving conditions for workers tho he had considered a shower bath.

14. a.b.c. Mr. Carroll hires, fires.
d. No.
e. No records.
f. Little training in plant since war.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

FACTORY SCHEDULE

1. Name of factory City Band Laundry Address E. Camden St., Salisbury, Md.

2. Product Laundry. Person interviewed Mr. R.H.Wimbow, Mgr.

3. Number employed

				Total
Men	9 White	Boys	1	10
Women	12 all colored	Girls	0	12
Total	21		1	22

4. Hours

Daily Begin 7:00 End 6:00 Lunch period 1 hr. Rest period ____ Total 10

hrs. not posted

Saturday	7:00	1:00			6
Shifts					

Regular weekly number of days 5½ Total weekly hours 56

Shifts weekly number of periods Total shifts weekly hours

5. Overtime Sometimes work till 6:00 on Saturday.

6. Seasonal None

7. Wages

Pay period 1 week Initial rate no regular, initial rate

Fines None

Bonus None

Overtime pay

Vacation - with pay without pay Generally a week or so without pay.

8. Labor turnover No figures.

Date July 12, 1921. Agent Mary H. Turner.

City Hand Laundry,
Salisbury, Md.

9. General Description of Building

a. Location-Located not far from center of town on a side street.
b. Type of building-A one story brick building - fairly new in good condition.
c. Approach to workrooms-Workroom reached through office and also directly from street. No stairways (one story)
d. Fire protection-No fire escapes, one story building. There were exits on all sides, large doors on each side of building. On one side almost the entire side of the room was open.No fire walls or doors. Most doors opened in, but the larger doors slid open sidways. No exit signs. Exits not obstructed - no automatic sprinklers - material not very inflammable.

10. Workroom Conditions

a. General description of use of floors, including basements and lofts-1 story building, square in shape, office partitioned off in front - rest of laundry one large room. No basement or loft.
b. General impression of workrooms-The floor was of cement, quite clean, no water on floor - well drained. Walls in good condition. The ceiling was high. Aisles were not clear. Work was piled in all directions - baskets and boxes helped obstruct the aisles in most part, though the doors could be reached readily,most of the confusion was in the centre of the room. Did not seem to be much system in work. The washing machines were all in one part of room. No women in this part of room. Mangles, presses and ironers all in other half of room from the washers, toward rear.
c. Cleaning - halls, floors,work benches-Cleaning done by the women workers - clean on Saturday after the work is out of the way.
d. Heating-Heat by the irons and boilers.
e. Lighting- Natural light sufficient in day time. Artificial lights,electric drop without shades. No individual lights.
Windows on all sides of room - large square ones that swing open on pivot up and down. Plenty of windows. Mangles and presses, and the girls ironing were all in one part of room, ironers near the windows - pressers and mangles for flat work toward center of room.
f. Ventilation-Ventilation good - plenty of windows and doors, good cross draft. No steam in room, even over mangles. There was a window exhaust in corner over the washing machines - not very warm in room.
g. Special ventilation problems-The special problems of heat and humidity were pretty well cared for.

11. Occupations

a. List of Occupations-

WOMEN all time		MEN all time.	
3 ironers-hand		7 general	
4 mangle		2 washers	
2 folders		1 bay collar machine	
3 general (1 head women included)			
Total	12	Total	10

b. Describe strain in connection with performance of occupations under present conditions-

11. Occupations (Contd.)

b. The women ironing would be exposed to strain of lifting irons all day and the added strain of the heat. The press operators would have the strain of the operation of the press by the foot.

c. Describe strains from sitting and standing-The mangle girls would be exposed to strain of standing, as would be the folders and markers. No seat provided - girls sat on everything they could find.

d. Hazard-Unguarded belts in aisles on mangles, collar machines and a large belt in center of room also unguarded. One mangle was of the type in which the work was fed into and taken out of the same side. No guard on the feed roll. Other mangle was of the type where work is fed in over a warm metal strip very high up from floor, a guard on the roller, but warm metal strip would be hard on the operators fingers. Unguarded belts on washers, though no women worked in that part of room.

12. Sanitation

a. Drinking facilities-Drinking water from pump in yard - no ice water - tin cup hung on pump - common cup.

b. Washing facilities-No wash basin - if girls wash, they wash at pump or at a faucet in the workroom.

1. Hot and cold water--Can get hot water if they wish it.
2. Soap (liquid or not)--Can get soap if they wish it.
3. Towels (individual or general, and where kept.)--None furnished by firm, if they want one take one out of the laundry work.

c. Toilets

1. Location and Description-Toilet outside of laundry in yard - used by a family next door (colored) and by the laundry girls. No plumbing, though has sewer connection - not very clean - bad odor - litter scattered around - cleaned by the girls themselves or sometimes by the woman in the house next door - one seat - no toilet paper.
2. Instructions or placards regarding washing of hands on leaving toilet-None.
3. Number of girls per seat-12 girls and family next door to laundry.

d. Uniforms-None.

13. Service and Welfare Facilities-

a. Lunchroom-None.
b. Restroom-None.
c. Cloakroom and lockers facilities-None, hang wraps on wall of workroom.
d. Health Service- None.
1. Medical examination-None.
2. Health records kept-None.
3. First aid equipment or other service for maintaining health of employes-None.
e. Other Welfare Work-None.

14. Employment Management

a-b-c-Who hires, fires and transfers--Manager.
d-Records-None.
e-Labor turnover-None.
f-Training plant - by whom-By head women.

15. Home Work-None.

— Maryland (State) —

Restaurants

10 Schedules

F. 96

U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND
HOTEL AND RESTAURANT SCHEDULE
(Firm)

1. FIRM NAME Dixon Hotel Restaurant ADDRESS Cambridge, Md.

2. TYPE of restaurant Hotel Restaurant. Person interviewed Mrs. E.L. Hooper, Position Mgr. of Hotel dining room.

3. OCCUPATIONS — 4. NUMBER EMPLOYED

OCCUPATIONS	Men W	Men C	Men F	Women W	Women C	Women F	Boys W	Boys C	Boys F	Girls W	Girls C	Girls F	Total W	Total C	Total F
Waiters		2												9	
Chef		1													
Waitresses					4										
2nd cook					1										
1 kitchen man		1													

5. HOURS open for Business
Daily 7 Sunday ~~5~~ Extra sometimes in ~~evenings.~~

6. BASIS OF PAY
Hourly Weekly ✓ Extra paid lump sum.

7. MEALS furnished Yes Food Restrictions None
Money allowance for meals Value of meals could not say

8. LODGING FURNISHED no

9. UNIFORMS FURNISHED no Laundered no

10. DEDUCTIONS no Tips yes

11. LABOR TURNOVER No figures

Date July 14, 1921. Agent M.H. Turner.

(118)

Dixon Hotel Restaurant,
Cambridge, Md.

9. General Description of Building

a. Location-Restaurant in hotel on one of main streets in downtown section.

b. Type of building-Building brick, four stories in part, kitchen and dining room wing 3 stories, old building but good condition.

c. Approach to workrooms-Restaurant and kitchen on 1st floor in wing running back from main part of building - entered directly from yard in rear or through dining room - no stairway to kitchen or dining room.

d. Fire protection-On first floor, no fire escape necessary from kitchen or dining room.

Exits from dining room into hotel lobby and into kitchen, exit from kitchen directly into porch in rear and into yard.

No fire walls or doors.

Outside doors open in - doors between dining room into a passage way between dining room and kitchen, and from this passage way into kitchen swing back and forth - No exit signs. No obstructions to exits. No automatic sprinklers. There was a Pyrene in kitchen. Inflammable material only in kitchen grease, etc.

10. Workroom Conditions

a. General description of use of floors, including basements and lofts-Dining room and kitchen on main or first floor. There was a basement under kitchen only used for storage.

b. General impression of workrooms-Floors and walls clean and in good condition - tables and cupboards in kitchen in good order and shape. Ceiling in kitchen and dining room of good bright - kitchen of good size and not crowded. Serving tables well arranged for the girls and for cooks - quite systematically arranged.

c. Cleaning - halls, floors, work benches-Cleaning in dining room by a man employed for the purpose. Kitchen cleaned by kitchen man - cleaned every day. Clean on day of visit. Tables in kitchen are looked after by cooks. Waitresses clean butler's pantry once per week. Take turns, 2 doing this work each week alternately.

d. Heating-Heating in dining room steam radiators. Heat from stoves in kitchen sufficient. Probably adequate and even.

e. Lighting-Natural light sufficient in both dining room and kitchen. Artificial lights electric. White glass shades - drop lights over tables. Windows on 3 sides of kitchen. Also door onto porch - windows two sides of dining room. Arrangement of work (See 10b)

f. Ventilation-Ventilation good in both dining room and kitchen. An exhaust fan in window near stoves in kitchen. A good cross draft in kitchen. Very warm weather day of visit, heat not excessive kitchen.

g. Special ventilation problems-The heat from the stoves was taken care of in the kitchen to some extent by the plentiful windows and the exhaust fan.

11. Occupations

a. ~~List of Occupations~~ Kind & amt of side work-See cleaning(10 e) last part of paragraph - no other side work. Special

b. ~~Describe strain in connection with performance of occupations under present conditions~~ as trays etc-The waitresses would have the strain of carrying the trays back and forth. Waitress has the serving of 4 tables each - table seats 4 persons.

c. ~~Describe strains from sitting and standing~~ Seats in kitchen & dining room allowed to sit-There are chairs in kitchen but waitresses are not supposed to sit when not busy - cook had a stool without back.

11. Occupations (Contd.)

modern equipment & conveniences

d. ~~Hazard~~-Kitchen is equipped with modern sinks, etc., having hot and cold water.

12. Sanitation

a. Drinking facilities-Omitted, restaurant.

b. Washing facilities-A wash basin apart from kitchen sink at side of kitchen for help - white enamel.

b. Location and description-

1. Hot and cold water-Hot water.
2. Soap (liquid or not)-Hard soap furnished.
3. Towels furnished. 2 clean ones each day.

c. Toilets

1. Location and description-Waitresses use one of the toilets on 2nd floor off the main hallway. 1 compartment - clean - toilet paper furnished - cleaned every day by maids - linoleum on floor - windows in toilet room - compartment screened.

2. Instructions or placards regarding washing of hands on leaving toilet-No placards.

3. Number of girls per seat-4 waitresses to toilet and 5 maids(9 girls to seat)

13. Service and welfare Facilities-

a. Lunchroom-Waitresses eat in kitchen after dining room is closed - have table especially for waitresses.

b. Restroom-None.

c. Cloakroom and lockers facilities-Hang wraps in a closet in a hall off from kitchen - no window.

d. Health Service-

1. Medical examination-None.
2. Health records kept-None.
3. First aid equipment or other service for maintaining health of employee-None.

e. Other Welfare Work-None.

14. Employment Management

a. Who hires-Wife of proprietor of hotel who manages dining room and house.

b-c-Who fires and transfers-Same as (a)

d- Records-None.

e- Labor turnover-None.

f- Training plant - by whom-None - only experienced help hired.

15. Home Work-Omitted.

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Department of Labor
WOMEN'S BUREAU

MARYLAND RESTAURANT SCHEDULE
Hours

Establishment Sherman Hotel Restaurant

Worker No 1 Race Colored Occupation Waitress

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																											3	4 1/2
Monday																											3	6
Tuesday																											3	5 1/2
Wednesday																											3	6
Thursday																											3	5 1/2
Friday																											3	6
Saturday																											3	5 1/2

5 4/5 av. daily hours

Total Weekly 39

Worker No 2 Race Col Occupation Waitress

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																											3	4 1/2
Monday																											3	6
Tuesday																											3	5 1/2
Wednesday																											3	6
Thursday																											3	5 1/2
Friday																											3	6
Saturday																											3	5 1/2

5 4/5 av. daily hours

Total Weekly 39

Worker No 3 Race Col Occupation Waitress

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																											3	4 1/2
Monday																											3	5 1/2
Tuesday																											3	6
Wednesday																											3	5 1/2
Thursday																											3	6
Friday																											3	5 1/2
Saturday																											3	6

5 7/10 av. daily hours

Total Weekly 39

Date July 14, 1921 Agent M. H. Jones

(117)

c

Department of Labor
WOMEN'S BUREAU

MARYLAND RESTAURANT SCHEDULE
Hours

Establishment Dixon Hotel Restaurant

Worker No 4 Race Col. Occupation Waitress 1

	HOURS (M 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 M 12)	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday			3	4 1/2
Monday			3	5 1/2
Tuesday			3	6
Wednesday			3	5 1/2
Thursday			3	6
Friday			3	5 1/2
Saturday			3	6

5 7/10 av. daily hours

Total Weekly 39 ✓

Worker Kitchen woman Race Col. Occupation 2nd cook. 1

Every other Sunday off.
½ hr. off for lunch at noon.

	HOURS (M 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 M 12)	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday		2	1	8 1/4
Monday		2	1	8 1/4
Tuesday		2	1	8 1/4
Wednesday		2	1	8 1/4
Thursday		2	1	8 1/4
Friday		2	1	8 1/4
Saturday		2	1	8 1/4

5.45 time here

Total Weekly 57 3/4 ✓

av. 5 3/4 hrs.

Worker Race Occupation

	HOURS (M 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 M 12)	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Total Weekly

Date July 14, 1921 Agent M. H. James

(117)

F. 28

U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND
HOTEL AND RESTAURANT SCHEDULE
(Firm)

1. FIRM NAME Lantern Tea Room
ADDRESS 228 Main Salisbury, Md.

2. TYPE of restaurant Tea room, 2 meals
Person interviewed M. J. Day
Position Proprietor

3. OCCUPATIONS

4. NUMBER EMPLOYED

	Men			Women			Boys			Girls			Total		
	W	C	F	W	C	F	W	C	F	W	C	F	W	C	F
Waitress	3			2									2		
Kitchen help		3			3									3	

2 + 3 = 5

5. HOURS open for Business
Daily 11:30 to 8 Sunday None Extra No

6. BASIS OF PAY
Hourly Weekly Yes Extra No

7. MEALS furnished 2 Food Restrictions None
Money allowance for meals Value of meals 35 to 50¢ estimated

8. LODGING FURNISHED None

9. UNIFORMS FURNISHED No Laundered No

10. DEDUCTIONS None Tips Yes

11. LABOR TURNOVER No figures

Date July 13, 1921 Agent E. Benham

(118)

Tea Room

9. General Description of Building.

a. Location: In business section.

b. Type of building: Dwelling house three stories, brick, good repair,

c. Approach to workrooms and their general location: Rooms entered by short hall from street, very direct. Open stairs in hall, wooden hand rail used only when going to toilet.

d. Fire protection: No fire escapes, extinguishers or buckets. First floor exits, one at front from hall to street, one at rear from kitchen to yard, doors open in, no signs, no obstructions, no inflammable material.

10. Work room conditions.

a. General description of use of floors: First floor used for tea room and small dentist's office; 2nd floor dwelling (not proprietor of tea room), 3rd floor attic only, probably storage. Basement heating plant.

b. General impression of work rooms: Floors hard wood, walls and ceiling plaster, good condition, ceiling high enough, aisles wide enough, no crowding. Two front rooms beside hall used as public dining room, also screened in portion of porch reached through window of front room. Room at end of hall used as proprietor's dining room and as a serving room, kitchen back of that. (See diagram on original)

c. Cleaning: All floors mopped daily by one of kitchen help. About every two weeks extra help is hired to scrub. Waitresses keep tables clean.

d. Heating: Steam heat.

e. Lighting: Windows on two sides of one dining room, one side of other. Adequate. Kitchen two sides, adequate in all. Excellent in kitchen. Electric lights. Did not note kind of fixtures.

f. Ventilation: Natural through doors and windows.

g. Special ventilation problems: None apparent. Kitchen small but many openings, extra door with screen fastened in not used as exit.

11. Occupations:

a. List all: Waitresses set up. No table cloths.

b. Strains: Trays small. Chief strain amount of walking, but this not great, maximum perhaps 30 to 40 feet to kitchen.

c. Strains from sitting and standing: One chair in kitchen (3 women) . Also observed woman picking chicken in yard seated on a box. Waitress may sit in serving room.

d. Hazard: None.

Lantern Tea Room

12. Sanitation.

a. Drinking facilities: Supply for Customers. O.K.

b. Washing facilities: Kitchen sink, 1.Hot and cold water. 2.Hard soap. 3.Towels supplied, statement vague but obviously common.

c. Toilets. For white girls, bathroom second floor. Usual home bath room, good condition, cared for by people living on second floor, kept locked through day. 2. None. 3.Can't estimate.

One for colored women in a yard adjoining house yard, many auto trucks standing there, a rough privy, construction leaves many openings near top, hardly decent except for bushes around it. The colored women pointed it out and said it was a nasty place. Any men working around or passing could use it. No toilet paper, no system of cleaning. 2.None. 3. Three women from the tea room used it.

No toilets near kitchen or dining room.

d. Uniforms: See face sheet.

13. Service and Welfare Facilities.

a. Lunchroom: Waitresses eat in proprietor's dining room, colored women in kitchen.

b. Rest room: None.

c. Cloakroom and locker facilities: White girls in proprietor's dining room, colored women nails on porch off kitchen.

d. Health service: None. No compensation.
1. Medical examination: None
2. Health records: None
3. First aid equipment. None

e. Other welfare facilities: None

14. Employment management.
a.b.c. Who hires, fires, transfers? Proprietor.
d. Records: None.
e. Labor turnover: No figures.
f. Training in plant - by whom? Proprietor.

15. Home work or sub-contract: None.

16. None.

Department of Labor
WOMEN'S BUREAU

MARYLAND RESTAURANT SCHEDULE
Hours

Establishment Lantern Tea room

Worker 1 girl Race White Occupation Waitress

	HOURS (M 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 M 12)	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday				
Monday		2		11
Tuesday		2		6
Wednesday		2		11
Thursday		2		6
Friday		2		11
Saturday		2		6

Total Weekly 51

No doubt has time to rest in afternoon

Worker 1 girl Race white Occupation waitress

	HOURS (M 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 M 12)	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday				
Monday		2		6
Tuesday		2		11
Wednesday		2		6
Thursday		2		11
Friday		2		6
Saturday		2		11

Total Weekly 51

1 dittto

Worker Race Occupation

	HOURS (M 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 M 12)	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Total Weekly

Date July 13, 1921 Agent E. Burham

(117)

Department of Labor
WOMEN'S BUREAU

MARYLAND RESTAURANT SCHEDULE
Hours

Establishment Lantern Tea Room

Worker 1 woman Race Col. Occupation Kitchen help 1

	HOURS (M 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 M 12)	MEALS On duty	MEALS Off duty	TOTAL HOURS
no Sunday				
Monday		2		11
Tuesday		2		9
Wednesday		2		6
Thursday		2		11
Friday		2		9
Saturday		2		6

Total Weekly 52

av. daily hours 9 1/5

Worker 1 woman Race Col Occupation Kitchen help 1

	HOURS (M 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 M 12)	MEALS On duty	MEALS Off duty	TOTAL HOURS
no Sunday				
Monday		2		6
Tuesday		2		11
Wednesday		2		9
Thursday		2		6
Friday		2		11
Saturday		2		9

Total Weekly 52

av. daily hours 8 3/5

Worker 1 woman Race Col Occupation Kitchen help 1

	HOURS (M 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 M 12)	MEALS On duty	MEALS Off duty	TOTAL HOURS
no Sunday				
Monday		2		9
Tuesday		2		6
Wednesday		2		11
Thursday		2		9
Friday		2		6
Saturday		2		11

Total Weekly 52

av. daily hours 8 1/5

Date July 13 1921 Agent G. Burham

(117)

F. 96

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U. S. Department of Labor
WOMEN'S BUREAU

MARYLAND
HOTEL AND RESTAURANT SCHEDULE
(Firm)

1. FIRM NAME Maryland Hotel
ADDRESS Main St., Annapolis, Md. + Dark of Glouster Street.

2. TYPE of restaurant Hotel Dining Room
Person interviewed D.C. Stutler
Position Proprietor.

3. OCCUPATIONS — 4. NUMBER EMPLOYED

OCCUPATIONS	Men W	Men C	Men F	Women W	Women C	Women F	Boys W	Boys C	Boys F	Girls W	Girls C	Girls F	Total W	Total C	Total F
Waitress					1									1	
Waiters		3												3	
Steward		1												1	
Chef		1												1	
Ass't. Cook		2												2	
Dish Washer & prepare salad					1									1	
														1	
Total		7			2									9	

5. HOURS open for Business
Daily 7-9, 12-2, 6-8. Sunday Yes Extra None

6. BASIS OF PAY
Hourly Weekly Yes Extra None

7. MEALS furnished 3 Food Restrictions None
Money allowance for meals none. Value of meals 50-60¢ meal.

8. LODGING FURNISHED No

9. UNIFORMS FURNISHED None Laundered None

10. DEDUCTIONS late, yes--if lose 1/2 hr. or more Tips Yes

11. LABOR TURNOVER Very high.

Date July 11, 1921. Agent E. Benham.

(118)

Maryland Hotel,
Annapolis, Md.

9. General Description of Building

a. Location-In business section.
b. Type of building-4 story, old building, fair condition, brick.
c. Approach to workrooms-3 main first floor entrances or three sides of flatiron building about 6 steps up from street lead to lobby or hall, fairly direct light, safe. 2 stairs to basement rooms - 1 at rear from anti-room back of dining room - open with iron hand rail. Electric natural light sufficient - 1 from hall enclosed in wooden partitions, iron hand rail, electric light only, adequate.
d. Fire protection-stated 4 fire escapes, saw 1. - Did not inspect. All women listed 1st floor or basement. Outside doors open in (see 9 C) - also exit from basement through storage room up 4 or 5 steps to street doors open in.
Hand fire extinguishers.
No inflammable material.

10. Workroom Conditions-
a. General description of use of floors, including basements and lofts- Basement - kitchens, pantries, stores, heating plant - other floors usual hotel service.
b. General impression of workrooms-Dining room floors oilcloth, walls dark decoration, fair condition - to be redecorated. Kitchen, cement floor, plastered walls and ceiling - floor somewhat uneven - arrangement of work seemed good.
c. Cleaning - halls, floors, work benches-Stairs and halls cleaned daily by porter - kitchen floors cleaned daily by porter - dining room floors cleaned daily by headwaiter - all o.k.
d. Heating-Steam heat in dining room - heat of ranges in basement rooms, apt to be uneven.
e. Lighting-Dining room windows on one side natural light, adequate - high ceiling lights. Basement rooms, half windows on one side, adequate for perhaps half of room, cord lights, unshaded, burning at intervals 2 or 3 feet above workers heads.
f. Ventilation-Natural through doors and windows. Cross draft possible in basement as there are windows on two sides and several doors open between rooms. Hood over range.
g. Special ventilation problems-Kitchen and pantries apt to be hot.

11. Occupations

a. List of Occupations-Head waiter does first setting up. Waitress keeps tables she serves set - head waiter distributes work - apt to serve 7 or 8 tables each during meal.
b. Describe strain in connection with performance of occupations under present conditions- Must cross an anti-room about 20 feet wide back of dining room, go down to basement and cross a second room to get orders (about 20 feet wide) - carries dishes down to kitchen.
c. Describe strains from sitting and standing-A few chairs in kitchen - practically no time for waitress or dish washer to sit.
d. Hazard-None for women.

12. Sanitation

a. Drinking facilities-Coolers convenient, clean glasses always available.
b. Washing facilities-Sinks in kitchen - 1 hot and cold water. 2 hard soap, 3 individual towels.
c. Toilets-
Description and Location-

240

Department of Labor
WOMEN'S BUREAU

MARYLAND RESTAURANT SCHEDULE
Hours

Establishment Maryland Kahl

Worker Blanch Jones Race Colored Occupation Waitress!

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																										3		6
Monday																												
Tuesday																												
Wednesday																												
Thursday																												
Friday																												
Saturday																												

7 day

Total Weekly 42

Worker Virginia Brown Race Col Occupation Dish wash!

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																										3		5½
Monday																												
Tuesday																												
Wednesday																												
Thursday																												
Friday																												
Saturday																												

7 day

Total Weekly 33½

Worker _____ Race _____ Occupation _____

HOURS

	M 12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	M 12	MEALS On duty	MEALS Off duty	TOTAL HOURS
Sunday																												
Monday																												
Tuesday																												
Wednesday																												
Thursday																												
Friday																												
Saturday																												

Total Weekly _____

Date July 11, 1921 Agent E Burham

(117)

12. Sanitation (Contd.)
Location and description 1.

c. Small compartment at rear entered from basement anti-room. Cement floor, window for light and ventilation. One seat screened inside room. Disinfected daily by porter. Evidently not swept regularly, as it was piled with old crumpled newspaper as much as a foot deep in one corner. Straight hopper type, old and worn - no toilet paper - no designation.

2. Instructions or placards regarding washing of hands on leaving toilet-None.

3. Number of girls per seat-2 women use one seat-does not adjoin kitchen or dining room.

d. None.

13. Service and Welfare Facilities-

a. Lunchroom-Eat in kitchen.
b. Restroom-None.
c. Cloakroom and lockers facilities-Hooks on walls of anti-room back of dining room.
d. Health service-None but doctor on call.
e. Other Welfare Work-None.

14. Employment Management

a-b-c-Who hires, fires and transfers--Proprietor.
d-Records-None.
e-Labor turnover-None.
f-Training plant - by whom--Headwaiter.

15. None

16. None.

— Kentucky —

Candy

5 Schedules

126 11-5-4

135

U. S. Department of Labor
WOMEN'S BUREAU
Washington

FACTORY SCHEDULE, Sheet 1

1. Name of factory Stick Candy Factory Address Lexington Ky.
Person interviewed Hagerty, F. A.
2. Product Stick Candy Position Empl. Mgr.
C. B. Stewart, Sec.

3. No. employed:

	W.	C.
Men	1	11
Women	10	0
Total	11	11

Day

	W.	C.	Total
Boys	X	X	12
Girls	X	X	10
Total	X	X	22

Night

	W.	C.
Men	1	8
Women	0	0
Total	1	

only nights

	W.	C.	Total
Boys	X		9 8
Girls	X	X	0
Total	X	X	9 8

31

4. Firms scheduled hours:

Daily: Begin 7 30 End 5 Lunch period 1 hr. Rest period ____ Total 9

Saturday " 7 30 " 12 " " 1/2 " " ____ " 4 1/2

Shifts " ____ " ____ " " ____ " " ____ " ____

Regular weekly number of days 5 1/2 Total weekly hours 49 1/2

Shifts weekly number of periods ____ Total shifts weekly hours ____

Night shift men only — Bigdell, agent does not see necessity for night shift.

Daily: Begin ____ End ____ Lunch period ____ Rest period ____ Total ____

Saturday " 6 P.M. " 4 a.m. (5 nights) " 1 hr. " " ____ " 9

Shifts " ____ " ____ " " ____ " " ____ " ____

Regular weekly number of days ____ Total weekly hours 45

Shifts weekly number of periods ____ Total shifts weekly hours ____

5. Overtime or undertime much - closed down several wks during year.

6. Seasonal ✓

7. Employment Policy:
Employment manager X Or centralized method Mgr. Foremen X
Records kept X
Labor turnover

8. Subcontract shop X Home work given out X

Date 11/9/21 Agent Manning

11-5-4-

FACTORY SCHEDULE, Sheet 2

9. Buildings:
No. ✓ Mat. brick, mill Entire ✓ Part —
Const. - New — Old — Rmld ✓ Fair ✓ Unsafe X Other —

10. Arrangement:

	Mfg. or mech. sales, packing and shipping depts.	Off.	Lunch	Rest	1st. aid	Toilet	Dress	Wash
B.	0							
1.	shipping	✓			✓			
2.	storage		a place			✓		✓
3.	making & packing							
4.								
5.								
6.								

2 story in back against hill 3 in front

11. Halls:
Indirect 0 Cl. ____ Nat.lt.o.k. ____ Art.prov. ____ Other ____

12. Stairway:

No.	Location	Open	Encl wall	Wind-ing	Nat.lt. adqt.	Art.lt. prov.	Hnd.rl o.k.	Nar	Stp	Cl	Rpr o.k.	Other
	rear - 1st floor											
	matched through	✓	back wood	X	✓	✓	✓	✓	✓	X	✓	—
	shipping room											

13. Exits:
Outside, no. 3 Open out ✓ (2nd rear) In ✓ (front) Slide — Obstruct.any exit X

14. Firescape rqd: X No. 0 Well ____ Str. ____ Lad. ____ Other ____ Exit, kind ____

Obst. ____ Firewall 1st floor Door X Spklr X Extg ✓ Bkt ✓ Hose X Other X

15. Elevators:
Passenger
No. 0 Guard ____ Oprt. ____ Empl.rstrct ____
Freight
No. ✓ Guard bar only Optr. lady Empl.rstrct girls not use

11-5-4

FACTORY SCHEDULE, Sheet 3

Workrooms. No.

16. Floors					17. Aisles			18. Walls				19. Ceilings				
Loc.	Mat.	Repr	Cl	Other	Loc.	Obst.	Nar.	Loc.	Rpr.	Cl.	Lt.	Loc.	Rpr.	Cl.	Lt.	Low
3rd floor same as 2nd floor in mat	wood	✓	X	—	same	X	X	same	✓	X	✓	same	✓	✓	✓	✓ X

20. Light, nat. adqt. ✓ Inadqte, where — Windows opaque X
Clean fair Modern X Curtain, loc X

* 21. Clngd. by girls tables Men ✓ Jant. X Janitress X Other ? No. resp. ✓

22. Windows.						23. Work bench.					24. Art. lt. kind.					
Loc.	1 s	2 s	3 a	4 a	Sk. l	Fc.	Sd.	Bk	Ab	Misc	Adj.	Ind.	Tab group	Ceil	Shades Kind Ind.	Shades Adq
3rd as 2nd rear		✓														
						✓				✓	X	X	X	✓	X	X

dark dust 25. Glare, loc. not apparent

26. Reflection X

27. Heating system gas

28. Ventilation:
App. o.k. X Art. X Kind — Loc.

29. Special prob.
Heat ✓ Cold in lunch quarters Dust X Lint X Humid ✓ Fumes X
Other

* 30. Strain:
Eye X Post ✓ Lift ? Press X Reach X Speed X Other X

31. Hazard:
Occupation X Workroom fall on sticky slippery floors ?

11-5-4

FACTORY SCHEDULE, Sheet 4

Sanitation:

31. Drinking facilities, loc. 2nd floor Conv. X
Bblr. X San X Tank X Cooler X Faucet ✓ Other X
Cup, common some Individ ✓ Kind glass

32. Washing facilities: If none, where wash

No.	Kind	Conv.	Cln.	Repr.	Hot w.	Soap: fur	Towels: Fur.	Ind	Pap	Com.	Often
	basin	X	X	✓	X	X	X				

2d floor / just outside toilet room in stor room.

33. Toilets: Kind Short hole Sep ✓ If none, arngmt
Flush, hnd ✓ Auto. seat X Repr ✓ Plb. cl X Paper X Instrt

No. T. R.	No. seats	Fl	Loc	Conv.	Scrn	Deg	Sngl Strm	Row in rm	Room ceil	Seat encl	Nat vnt o.k	Vnt oth rm.	Art vnt o.k	Lgt nat o.k	Lgt art o.k	Cl
1	1	2	4th Stor room	Pail	X	X	✓	X	X	✓	✓	✓	—	✓	X	Pail Men

Total no. seats 1 No. wmn. per seat 10
Clng. by girls X Men ✓ Jant. X Janitress X Other X No resp ✓
Swept reg. 2 X Freq 2 Wrk. hrs 2 Scrub reg X Freq 4 Wrk. hrs X
Service and Welfare. In corner of storage room

34. Lunchroom, combined with Prov. Kind Broken table - 2 benches
Loc 2d floor Equip o.k. X Cln X Lt. nat ✓ Art X Vent. o.k. ✓
Prov. hot food, drnk only X Cooking convncs X Supr X If None

35. Restroom, cmbd. with Prov. X Loc Equip. o.k.
Cln. Lgt. nat. Art Vent o.k. Supr If none go home or lie on bench

36. Cloakroom, combined with Toilet Prov. Loc 2nd Conv ✓ Lkr X
Shlv. X Hngr X Wl. hk ✓ Seats X Cln X Lgt. nat ✓ Art ✓
Vent. o.k. ✓ Supr X If none, — lkr shlv hngr Wl. hk

Should not be called

37. Health Service:
Hosp. X Chg. of X Dr. reg X On call ✓ 1st aid ✓
Chg. of Office Med. exam. X Health rec. X Acc. Rec. X
Comp. State reg Kind acc. w. none

38. Other welfare: X

11-5-4

FACTORY SCHEDULE, Sheet 5

39. Occupations	Seats			Foot rest		Uniform						
	Kind	Adj.	No o.k.	Kind	Need	Needed Safe	San	Req. by Co	Furn. by Co	Kept by Co	Kind Girl	Misc by girls
Sit												
Stand all	O		X				✓	X	X	X	✓	✓ aprons
Sit or st.												

Cleaning - 12, 21, 33, by Mgr.
Not a direct reply to many Q about janitor etc
Forlady said no janitor for weeks - only
cleaning meantime had been irregular
sweeping by men employees (colored) - thought
from economizing on janitor + swap-
ping around cooking kettles + rolling tables
floor covered with candy + dirt ground
into it. Stairs also were same cause.
Fairly clean when girls worked. Bldg. fair
like appearance not be improved with whitened
walls + ceiling.
Heat + steam - very bad around cookers (old style
gas kettles) Much heat reached corner where
girls worked - Forlady said uncomfortable in
summer - can't keep girls. All colored men
cooking dept seemed very warm.
Ceiling low + flat above cookers + packers.
No exhaust, hoods or fans.
Lunch place - corner of storage - front of toilet room
heated by gas stove - when girls light it, sometimes
forget it + prefer to eat in work room. 1 bucket

11-5-4

FACTORY SCHEDULE, Sheet 5

39. Occupations	Seats			Foot rest		Uniform						
	Kind	Adj.	No o.k.	Kind	Need	Needed Safe	Needed San	Req. by Co	Furn. by Co	Kept by Co	Kept by Girl	Kind	Misc by girls
Sit													
Stand all	O		X				✓	X		X	✓		✓
													3 aprons
Sit or st.													

Cleaning - 12, 21, 33, by Mgr.
Not a direct reply to query? about janitor etc
forlady said no janitor for weeks - duty
cleaning meantime had been irregular
sweeping by men employees (colored) - thought
firm economizing on janitor + swap-
ping around working tables + rolling tables
floor covered with candy + dirt ground
into it. Stairs also showed same cause -
fairly clean where girls worked - Bldg. fair
like appearance and be improved with whitened
walls + ceiling.

Heat + steam - very hot around cookers (old style
gas kettles) Much heat reached convenience
girls worked - forlady said unbearable in
summer - can't keep girls. All colored men
cooking dept seemed very warm.
Ceiling low + flat above cookers + packers.
No exhausts, hoods or fans.

Lunch place - corner of storage - part of toilet room.
heated by gas stove - when girls light it, sometimes
forget it + prefer to eat in work room. 1 bench for

girls - in lunch corner - No chairs in
11-5-4
work room -
mopes
Men - High tables girls stand - Some could sit
at times on high stools - Others moving
carrying trays of stick candy - weighing &
putting in cartons - Could not ascertain
weights or frequency - It was awkward
& unnecessary waste of time & energy -
trays setting on floor not make lifted
down & up - no order in work.

Product sold to stick candy etc Kresge 5 & 10 - & chiffed
to their stores in 25 states. Other jobbers
also my same of product.

11-5-4

FACTORY SCHEDULE, Sheet 6

40. Occupations:

Occupations	Total no. empls. Total	Total no. empls. W	Total no. empls. M	Total no. empls. Chn	Women Piece W	Women Piece C	Women Time W	Women Time C	Women T & P W	Women T & P C	Men Piece W	Men Piece C	Men Time W	Men Time C	Men T & P W	Men T & P C
forlady							1									
winder							1									
girl help							2									
wrap							4									
pack							2									
candy maker													2			
makers helper													1			
shipping												1				
labor													2			
spin & roll													6			
		10	12													
							10					1	11			

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U. S. Department of Labor
WOMEN'S BUREAU
Washington

11-5-5

FACTORY SCHEDULE, Sheet 1

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1. Name of factory Lex. Candy Mfg Co Address Lexington Ky
Person interviewed Mr Miller Sanchez
Position Mr M. Sanchez owner

2. Product Lexington
Mfg stick candy + other hard candy + wholesale dings.

3. No. employed:

Day

	W.	C.		W.	C.	Total
Men	9	12	Boys			21
Women	22		Girls			22
Total			Total			43

Night

	W.	C.		W.	C.
Men			Boys		
Women			Girls		
Total			Total		

4. Firms scheduled hours:

Daily: Begin 8 End 5 30 Lunch period 1 hr Rest period ____ Total ~~7½~~

Saturday " 9 " 11 " " ____ " " ____ " 8½

Shifts " ____ " ____ " " ____ " " ____ " ____

Regular weekly number of days 6 Total weekly hours 51 ~~57~~

Shifts weekly number of periods ____ Total shifts weekly hours ____

Candy Dept

Daily: Begin 8 End 5 30 Lunch period 1 hr Rest period ____ Total 8½

Saturday " 8 " 4 " " ____ " " ____ " 7

Shifts " ____ " ____ " " 6 " " ____ " 49½

Mfg Dept

Regular weekly number of days ____ Total weekly hours ____

Shifts weekly number of periods ____ Total shifts weekly hours ____

5. Overtime or undertime Pay overtime straight rate, some in part of yr.

6. Seasonal Busy in Fall Dull summer & fall

7. Employment Policy:
Employment manager ____ Or centralized method ____ Foremen ✓
Records kept X
Labor turnover N.S.

8. Subcontract shop X Home work given out X

Date 11/11/21 Agent Manning

* Changed from 5 to 5:30 PM - 6 mos ago.

11-5-5

FACTORY SCHEDULE, Sheet 2

9. Buildings:
No. 1 Mat. brick & wood Entire ✓ Part ✓
Const. - New ✓ Old ✓ Rmld ✓ Fair ✓ Unsafe ✓ Other —

10. Arrangement:

	Mfg. or mech. sales, packing and shipping depts.	Off.	Lunch	Rest	1st. aid	Toilet	Dress	Wash
B.								
1.	Shipping rte ~~shipping~~							
2.	office - storage							
3.	Dmg packing (sometimes on other floor)							
4.	packing		1	1		1		1
5.	stick candy - hand							
6.								

much unoccupied space

11. Halls:
Indirect 0 Cl. ____ Nat.lt.o.k. ____ Art.prov. ____ Other ____

12. Stairway:

No.	Location	Open	Encl wall	Wind-ing	Nat.lt. adqt.	Art.lt. prov.	Hnd.rl o.k.	Nar	Stp	Cl	Rpr o.k.	Other
1	front	✓ ✗	wood	X	✓	✓	✓	X	✗	✓	✓	see note
1	rear	✓	—	X	✓	✓	✓	✗	✗	✓	✓	" "

(inside)

13. Exits:
Outside, no. 1 Open out ✓ In ✓ Slide ____ Obstruct.any exit ____

14. Firescape rqd: ✓ No. 1 Well ____ Str. ✓ Lad. ____ Other ____ Exit, kind windows

Obst. ✗ Firewall ✗ Door ✗ Spklr ✗ Extg ✓ Bkt ✗ Hose ✗ Other ____

15. Elevators:
Passenger 0
No. ____ Guard ____ Oprt. ____ Empl.rstrct ____
Freight 1
No. 1 Guard ✓ Optr. ____ Empl.rstrct never use

not much used - no regular optr

walk to 5th fl. other hard & narrow stairs

11-6-5

Workrooms. No._____

16. Floors					17. Aisles			18. Walls				19. Ceilings				
Loc.	Mat.	Repr	Cl	Other	Loc.	Obst.	Nar.	Loc.	Rpr.	Cl.	Lt.	Loc.	Rpr.	Cl.	Lt.	Low
3 & drug pack	wood	✓	✓	—	same	×	×	same	✓	✓	✓	same	✓	✓	✓	×
5 & fl. candy	wood	✓	×	oil dirty	same	×	×	same	✓	✓	✓	same	✓	✓	✓	×
					much space											

20. Light, nat.adqt. ✓ Inadqte, where ✓ Windows opaque ×
Clean ✓ Modern × Curtain, loc ×

21. Clngd. by girls × Men × Jant. ✓ Janitress ✓ Other ✓ No.resp. ×
(usual) (sweep all time) (scrub)

22. Windows.						23. Work bench.					24. Art. lt. kind.					
Loc.	1 s	2 s	3 a	4 a	Sk. l	Fc.	Sd.	Bk	Ab	Misc	Adj.	Ind.	Tab group	Ceil	Shades Kind Ind.	Shades Adq
3 & fl. pack	✓									✓						
5 & fl. pack & mach		✓				½	all ✓	½			×	×	×	✓	×	none
	✓					½		½			×	×	×	✓	×	none

25. Glare, loc. ×

26. Reflection ×

27. Heating system steam

28. Ventilation:
App. o.k. ✓ Art. ✓ Kind rodale fans Loc. 4 & floor - usually must draw down 6 in summer

29. Special prob.
Heat × Cold × Dust × Lint × Humid × Fumes ×
Other

30. Strain:
Eye × Post ✓ Lift × Press × Reach × Speed × Other ×

31. Hazard:
Occupation × Workroom ×

11-5-5

FACTORY SCHEDULE, Sheet 4

Sanitation:

31. Drinking facilities, loc. wash sink Conv. ✓
Bblr. ✗ San ✗ Tank ✗ Cooler ✗ Faucet ✓ Other —
Cup, common ✓ Individ ✓ Kind glass
(4 to pkg)

32. Washing facilities: If none, where wash

No.	Kind	Conv.	Cln.	Repr.	Hot w.	Soap fur	Towels: Fur.	Ind	Pap	Com.	Often
1	Porcelain bowl	✓	✗	✓	✗	✗	✓	✗	✗	✓	"when needed"
1	" "	✗	✓	✓	✗	✗	✓	✗	✓	✗	
	not for 5th fl.										

3rd fl.
5th fl.

33. Toilets: Kind Short hog Sep ✓ If none, arngmt —
Flush, hnd ✓ Auto. seat ✗ Repr ✓ Plb. cl ✓ Paper ✓ Instrt ✗

No. T. R.	No. seats	Fl	Loc	Conv.	Scrn	Deg	Sngl St rm	Row in rm	Room ceil	Seat encl	Nat vnt o.k	Vnt oth rm.	Art vnt o.k	Lgt nat o.k	Lgt art o.k	Cl
1	2	4	rest room	✗	✓	✗	✗	✓	✓	✓	✓	✗	—	✓	✓	Clerk
1	1	3	rest room	✓	✗	✓	✓	✗	✓	✓	✓	✗	—	✓	✓	✓

Total no. seats 3 No. wmn. per seat 7
Clng. by girls ✗ Men ✗ Jant. ✓ Janitress ✗ Other ✗ No resp mgr
Swept reg. ✓ Freq daily Wrk. hrs ✓ Scrub reg ✓ Freq wkly Wrk. hrs ✗

Service and Welfare.

34. Lunchroom, combined with not room Prov. ✗ Kind table chairs - bare
Loc 4th fl. mnt Equip o.k. not Cln ✗ Lt. nat ✓ Art ✓ Vent. o.k. ✓
Prov. hot food, drnk only ✗ Cooking convncs ✗ Supr mgr If None —

35. Restroom, cmbd. with 34 Prov. ✓ Loc 4th Equip. o.k. cot not clean
Cln. ✗ Lgt. nat. ✓ Art ✓ Vent o.k. ✓ Supr mgr If none —

36. Cloakroom, combined with room partitioned Prov. ✗ Loc 4th Conv ✓ Lkr per for females
Shlv. ✓ Hngr ✗ Wl. hk 3 Seats ✗ Cln ✗ Lgt. nat ✓ Art ✓
Vent. o.k. ✓ Supr mgr If none, — lkr — shlv — hngr — Wl. hk —
cody

37. Health Service:
Hosp. ✗ Chg. of ✗ Dr. reg ✗ On call ✗ 1st aid Office
Chg. of Hlth Med. exam. ✗ Health rec. ✗ Acc. Rec. as required
Comp. legal state Kind acc. w. a few nonser

38. Other welfare: 0

11-5-5

FACTORY SCHEDULE, Sheet 5

39. Occupations	Seats: Kind	Seats: Adj.	Seats: No o.k.	Foot rest: Kind	Foot rest: Need	Uniform: Needed Safe	Uniform: Req. San	Uniform: Furn. by Co	Uniform: Kept by Co	Uniform: Kind Girl	Uniform: Misc by girls
Sit											
Dry dept - packing	com chr	×	✓	×	×						
Stand	○		×	×	×						
Dry dept - pillow											
all candy mfg & pack	○	—	×	×	×		✓	×	×	✓	✓	aprons -
Sit or st.											

* 12 - rear stairways closed between floors by fire doors - girls could open with great difficulty

front stairs - enclosing wall not fireproofed.

Doors open top or bottom of stairs to each floor, but not in doors open same way, some out some in, some right, some left. Hallways top of stairs of 6th floor open to narrow passage closing exit from passage door must be partly closed again to get into room - All girls must pass this in getting out.

6, 33 - Cleaning - no excuse for dirty floors janitor poor, sow. where just swept, only half done. Mgr used aglass as not to janitor to do better. Mgr blamed girls for sluttish floor in toilet & lunch room - Not much inducement to pick up if janitor does no better.

floor in cooking dept (in women) sticky - laborers seemed irresponsible & shiftless - many colored -

Dirty cuspidors numerous in candy room - unsly table when girls were packing as same table used by men for rolling sticks.

about 2000

Suggestions Woolworth stores with stick candy

* 30 - Girls candy dept stand constantly - not necessary - but told "girls prefer it as tables are high".

11-5-5

40. Occupations:

FACTORY SCHEDULE, Sheet 6

Occupations	Total no. empls. Total	W	M	Chn	Women Piece W	Piece C	Time W	Time C	T & P W	T & P C	Men Piece W	Piece C	Time W	Time C	T & P W	T & P C
forelady-mac			1				1									
asst " "													1			
candy packers							1									
~~" makers~~							17									
shipping mgr			1													
candy makers			3										1			
drivers			1										2	1		
candy-m. helpers			3										7	1		
painter			1											3		
office labor			11											1		
drug dept. helper							3						5	6		
Total	22	21											9	12		
													21			
							22									

So-Good Nov 5

mappers	6	13 W girls	
jewels	4		
Jonlady	1		
Vox	1		
girl help	1		

c. ~~makers~~ cookers 1 C

" helper 1 W 1 C

spinners 1 W 5 C

rollers 1 W 5 C

labor 1 W 1 C (sweep)

17 6 bottles

c. Makers helper - cleaners - clerk

Stewart map July

Ramsey Brooks Dec

Benton Sept

Mrs Washbaugh

L. Nelson map

Forcady Feb 14

1.25

Mar 12

1.50

June 11

$2.00

Mrs Le Fever 1.50 yr.

11-5-5

ington Candy Co. Big very dull almost closed of times.

No total 52's available.

Most irregular + erratic system of pays.

will follow only 3 individuals through year who were kept on when nothing much to do. Foreman highest paid 15.

Wages reduced Jan 15 — for some — "1 out" means deducted from pay envelope + put in co. safe + if at end of year big warrants if co. will pay the accumulation of "1 outs" to employee

Mgr. said outs entered as pays actually rec'd on dates indicated — i.e. "1 out" has been deducted.

Reduced again May 7.

Aug. began "1 out" regularly equivalent to raise

Pays Monahan + Dargnell for holidays but not Jamieson.

Pays overtime as seems fittings — straight time probably.

When first making current payroll — Mgr called "1 out" a "bonus" for Dargnell + Monahan only factory women receiving it.

Overtime indicated by + sign in book — Dec 18 — pay entered for 7 days — Mgr — admitted some overtime but never such "protracted overtime" Sales pr claimed 7 days + extra evening overtime before Xmas.

Seven days again Aug-Sept 1921

Aug 27 - 1921 materially increased force — figures at 6 wk — Admitted girls learn in very short time — but 6 wk still continues. Complained about type 9 girl that oftenest applied for work there.

Kentucky

Laundries

17 Schedules

12-19-1 ok 8

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U. S. Department of Labor
WOMEN'S BUREAU
Washington

Friendly 25

FACTORY SCHEDULE, Sheet 1

1. Name of factory New York Laundry Address 628 W. Jefferson
Person interviewed Mr. J. H. Long
2. Product Laundry & towel work Position Mgr & Owner.

3. No. employed:

	W.	C.
Men	17	1
Women	31	3
Total	48	4

Day

	W.	C.	Total
Boys			18
Girls			34
Total			52

Night

	W.	C.
Men		
Women		
Total		

	W.	C.	
Boys			
Girls			
Total			

4. Firms scheduled hours:

Daily: Begin 7.15 End 5.30 Lunch period 30 min Rest period ____ Total 9 3/4

Saturday " — " — " " — " " — " —

Shifts " ____ " ____ " " ____ " " ____ " ____

Regular weekly number of days 5 Total weekly hours 48 3/4

Shifts weekly number of periods ____ Total shifts weekly hours ____

Daily: Begin ____ End ____ Lunch period ____ Rest period ____ Total ____

Saturday " ____ " ____ " " ____ " " ____ " ____

Shifts " ____ " ____ " " ____ " " ____ " ____

Regular weekly number of days ____ Total weekly hours ____

Shifts weekly number of periods ____ Total shifts weekly hours ____

5. Overtime or undertime None usually, occasionally stay 15 min or half hr overtime to finish up a day's work

6. Seasonal No

7. Employment Policy:
Employment manager X Or centralized method X Foremen ✓
Records kept None
Labor turnover No figures

8. Subcontract shop no Home work given out no

Date Oct 10, 1921 Agent M. H. Turner

New York Laundry

12-19-1

FACTORY SCHEDULE, Sheet 2

9. Buildings:
No. 1 Mat. brick Entire ✓ Part — one storyldg.
Const. - New — Old ✓ Rmld — Fair ✓ Unsafe — Other —

10. Arrangement:

	Mfg. or mech. sales, packing and shipping depts.	Off.	Lunch	Rest	1st. aid	Toilet	Dress	Wash
B.								
1.	work in room	✓			✓	✓	✓	✓
2.								
3.								
4.								
5.								
6.								

11. Halls: 0
Indirect — Cl. — Nat.lt.o.k. — Art.prov. — Other —

12. Stairway: 0

No.	Location	Open	Encl wall	Wind-ing	Nat.lt. adqt.	Art.lt. prov.	Hnd.rl o.k.	Nar	Stp	Cl	Rpr o.k.	Other
none												

13. Exits:
Outside, no. 2 Open out ✓ In ✓ Slide — Obstruct.any exit boxes & baskets

14. Firescape rqd: none No. — Well — Str. — Lad. — Other — Exit, kind —

Obst. — Firewall — Door — Spklr — Extg ✓ Bkt — Hose — Other —

15. Elevators:
Passenger
No. — Guard — Oprt. — Empl.rstrct —
Freight
No. — Guard — Optr. — Empl.rstrct —

12-19-1

FACTORY SCHEDULE, Sheet 3

Workrooms. No. one

16. Floors					17. Aisles			18. Walls				19. Ceilings				
Loc.	Mat.	Repr	Cl	Other	Loc.	Obst.	Nar.	Loc.	Rpr.	Cl.	Lt.	Loc.	Rpr.	Cl.	Lt.	Low
1st floor	wd & cont	✓	✓	part wet	same	markets	X irreg	same	✓	✓	✓	same	✓	✓	✓	X

20. Light, nat. adqt. ✓ Inadqte, where — Windows opaque ✓
Clean Fair Modern X Curtain, loc X

21. Clngd. by girls X Men ✓ Jant. ✓ Janitress — Other — No. resp. —

22. Windows.						23. Work bench.					24. Art. lt. kind.					
Loc.	1 s	2 s	3 a	4 a	Sk. l	Fc.	Sd.	Bk	Ab	Misc	Adj.	Ind.	Tab group	Ceil	Shades Kind Ind.	Shades Adq
1st fl.		✓			✓ 4				✓	✓			✓	✓		✓

25. Glare, loc. 0

26. Reflection 0

27. Heating system Heat from industry

28. Ventilation:
App. o.k. ✓ Art. X Kind — Loc. —

29. Special prob. 0
Heat — Cold — Dust — Lint — Humid — Fumes —
Other —

30. Strain:
Eye — Post standing ✓ Lift — Press ✓ Reach — Speed — Other —

31. Hazard:
Occupation — Workroom ✓ set screw in axle (axle of wheel short height) on mangle

12-19-1

Sanitation:

31. Drinking facilities, loc. work room Conv. ✓ —
Bblr. ✗ San ✗ Tank ✗ Cooler ✓ Faucet ✗ Other ✗
Cup, common ✗ Individ ✓ Kind glass

32. Washing facilities: If none, where wash

No.	Kind	Conv.	Cln.	Repr.	Hot w.	Soap: fur	Towels: Fur.	Ind	Pap	Com.	Often
2	basins	✓	✗	✓	✓	N.S.	✓	✓			take towels out of the wash.

33. Toilets: Kind inclosed Sep ✓ If none, arngmt —
Flush, hnd ✓ Auto. seat Repr ✓ — Plb. cl ✗ Paper ✗ Instrt ✗

No. T.R.	No. seats	Fl	Loc	Conv.	Scrn	Deg	Sngl Strm	Row in rm	Room ceil	Seat encl	Nat vnt o.k	Vnt oth rm.	Art vnt o.k	Lgt nat o.k	Lgt art o.k	Cl
2	2	wood	inside	✓	✓	✗	✓	—	✗	✗	✗	✓	✗+	✗+	✗	✗

Total no. seats 2 No. wmn. per seat 29 white women, 5 colored.
Clng. by girls ✗ Men ✓ Jant. — Janitress — Other — No resp —
Swept reg. ✓ Freq daily Wrk. hrs ✗ Scrub reg ✓ Freq 1 per wk Wrk. hrs ✗

Service and Welfare.

34. Lunchroom, combined with — Prov. none Kind —
Loc — Equip o.k. — Cln — Lt. nat — Art — Vent. o.k. —
Prov. hot food, drnk only — Cooking convncs — Supr — If None —

35. Restroom, cmbd. with — Prov. none Loc — Equip. o.k. —
Cln. — Lgt. nat. — Art — Vent o.k. — Supr — If none —

36. Cloakroom, combined with toilet Prov. ✓ Loc end work Conv ✓ Lkr ✗
Shlv. ✗ Hngr ✗ Wl. hk ✓ Seats ✗ Cln ✗ Lgt. nat ✗ Art ✓
Vent. o.k. ✗ Supr ✗ If none, — lkr — shlv — hngr — Wl. hk —

37. Health Service:
Hosp. — Chg. of — Dr. reg — On call — 1st aid ✓
Chg. of nurse Med. exam. — Health rec. — Acc. Rec. —
Comp. N.S. Kind acc. w. burns

38. Other welfare: none

12-19-1

39. Occupations	Seats			Foot rest		Uniform						
	Kind	Adj.	No o.k.	Kind	Need	Needed Safe	Needed San	Req. by Co	Furn. by Co	Kept by Co	Kind Girl	Misc by girls
Sit many	benches	—	X	none								
Stand all but a few girls												
Sit or st. many girls												

No girls were sitting during time of visit. No seats were visible, but when asked where they sat to eat lunch forelady said they gathered up a few boxes from different places out of sight until pointed out. She said all girls stood at their work.

12-19-1

FACTORY SCHEDULE, Sheet 6

40. Occupations:

Occupations	Total no. emplo.				Women						Men					
	Total	W	M	Chn	Piece		Time		T & P		Piece		Time		T & P	
					W	C	W	C	W	C	W	C	W	C	W	C
sorter		5					5									
starcher		3					3									
collar		5					3	2								
curtain man		1					1									
Ironer		9					8	1								
hand iron		1					1									
Marker		1					1									
Marker		7					7									
Foreman		32											1			
Janitor													1			
Janitor													1			
Janitor	

New York Laundry Louisville Ky 12-19-1

The cooler was at the far end of the room from the workers, some would have to walk quite a distance to secure a drink.

33* The toilets there were bad. They were partitioned off from the work room " both of the front corners. The colored toilet was especially bad. The plumbing was out of repair, and the toilet enclosure and the ante room were both filled with old boards and trash. a dilapidated wash basin was seen in the colored toilet. Both the colored and white Toilets ventilated into the work room, were very dark and were in bad state generally.

260

12-19-2

135

U. S. Department of Labor
WOMEN'S BUREAU
Washington

FACTORY SCHEDULE, Sheet 1

1. Name of factory Home Laundry Co Address 211 S. 6th St.
Person interviewed Mr. Owen Sullivant
2. Product _____ Position Mgr.

3. No. employed:

Day

	W.	C.		W.	C.	Total
Men	12		Boys			12
Women	24	6	Girls			30
Total	36	6	Total			42

Night

	W.	C.		W.	C.	
Men			Boys			
Women			Girls			
Total			Total			

Stores 4th

4. Firms scheduled hours:

9 h. day
42½ h. week

Daily: Begin 7.30 End 5.00 Lunch period 30m Rest period _____ Total 9 hrs

No work on Mon. Saturday " 11.00 " 6.00 " " 30m " " _____ " 6½

Shifts " _____ " _____ " " _____ " " _____ " _____

Regular weekly number of days 5 Total weekly hours 42½

Shifts weekly number of periods _____ Total shifts weekly hours _____

Daily: Begin _____ End _____ Lunch period _____ Rest period _____ Total _____

Saturday " _____ " _____ " " _____ " " _____ " _____

Shifts " _____ " _____ " " _____ " " _____ " _____

Regular weekly number of days _____ Total weekly hours _____

Shifts weekly number of periods _____ Total shifts weekly hours _____

5. Overtime or undertime none overtime, undertime on Monday but paid for full week.

6. Seasonal not seasonal

7. Employment Policy:
Employment manager ✓ Or centralized method ✗ ~~Foremen~~ Foreladdy ✓
Records kept none
Labor turnover none

8. Subcontract shop ✗ Home work given out ✗

Date Oct. 13, 1921 Agent M. H. Turner

Home Laundry

12-19-2

FACTORY SCHEDULE, Sheet 2

9. Buildings:
No. 1 Mat. brick Entire X Part ✓ one story bldg
Const. - New X Old ✓ Rmld X Fair ✓ Unsafe X Other X

10. Arrangement:

	Mfg. or mech. sales, packing and shipping depts.	Off.	Lunch	Rest	1st. aid	Toilet	Dress	Wash
B.								
1.	work room	✓			✓	✓		✓
2.								
3.								
4.								
5.								
6.								

11. Halls: 0
Indirect — Cl. — Nat.lt.o.k. — Art.prov. — Other —

12. Stairway: 0

No.	Location	Open	Encl wall	Wind-ing	Nat.lt. adqt.	Art.lt. prov.	Hnd.rl o.k.	Nar	Stp	Cl	Rpr o.k.	Other

13. Exits:
Outside, no. ✓ Open out ✓ In X Slide X Obstruct.any exit X

14. Firescape rqd: X No. — Well — Str. — Lad. — Other — Exit, kind —

Obst. X Firewall X Door X Spklr X Extg ✓ Bkt X Hose X Other —

15. Elevators: 0
Passenger
No. — Guard — Oprt. — Empl.rstrct —
Freight 0
No. — Guard — Optr. — Empl.rstrct —

12-19-2

FACTORY SCHEDULE, Sheet 3

Workrooms. No. 1

16. Floors					17. Aisles			18. Walls				19. Ceilings				
Loc.	Mat.	Repr	Cl	Other	Loc.	Obst.	Nar.	Loc.	Rpr.	Cl.	Lt.	Loc.	Rpr.	Cl.	Lt.	Low
1st fl	wd & cent	✓	✓	no gas in office	same	X	X	same	✓	✓	X	same	✓	✓	X	X

20. Light, nat.adqt. ✓ Inadqte, where — Windows opaque ✓
Clean ✓ Modern ✓ Curtain, loc —

21. Clngd. by girls ✓ Men ✓ Jant. X Janitress ✓ Other ___ No.resp. ___

22. Windows.						23. Work bench.					24. Art. lt. kind.				
Loc.	1 s	2 s	3 a	4 a	Sk. l	Fc.	Sd.	Bk	Ab	Misc	Adj.	Ind.	Tab group	Ceil	Shades Kind Ind.	Shades Adq
1st floor	1				✓ 10 in counter		✓		✓					✓	D	X

25. Glare, loc. Glare from lights with no shades in all parts of room

26. Reflection —

27. Heating system industry

* 28. Ventilation: see note for skylights
App. o.k. X + Art. X Kind — Loc. —

29. Special prob.
Heat ✓ Cold X Dust X Lint X Humid X Fumes X
Other There were windows only on one side. The skylights were mostly closed on day of visit very warm in workroom.

* 30. Strain:
Eye X Post ✓ Lift X Press X Reach X Speed X Other X

31. Hazard:
Occupation ✓ belts on mangle Workroom large overhead belts unguarded

12-19-2

FACTORY SCHEDULE, Sheet 4

Sanitation:

31. Drinking facilities, loc. in washroom Conv. ✓ —
Bblr. ✗ San ✗ Tank ✗ Cooler ✗ Faucet ✓ Other —
Cup, common ✗ Individ ✓ Kind girls furnish glass or cups.

32. Washing facilities: If none, where wash

No.	Kind	Conv.	Cln.	Repr.	Hot w.	Soap fur	Towels Fur.	Ind	Pap	Com.	Often
1st flr. 2	basin, white	✓	✓	✓	✗	✓	✗	—	—	—	—

33. Toilets: Kind indoor Sep ✓ If none, arngmt
Flush, hnd ✓ Auto. seat Repr ✓ Plb. cl ✓ — Paper ✓ Instrt

No. T.R.	No. seats	Fl	Loc	Conv.	Scrn	Deg	Sngl Strm	Row in rm	Room ceil	Seat encl	Nat vnt o.k	Vnt oth rm.	Art vnt o.k	Lgt nat o.k	Lgt art o.k	Cl
2	2	1st	wkrm	✓	✓	✗	✓	✗	✗	✗	✗	✓	—	✗	✓	✓

Total no. seats 2 No. wmn. per seat 24 white, 6 colored to seat.
Clng. by girls ✓ — Men Jant. Janitress ✓ Other No resp
Swept reg. ✓ Freq daily Wrk. hrs ✓ Scrub reg ✓ Freq weekly Wrk. hrs ✗

Service and Welfare.

34. Lunchroom, combined with — Prov. — Kind —
Loc Equip o.k. — Cln — Lt. nat — Art — Vent. o.k. —
Prov. hot food, drnk only — Cooking convncs — Supr If None eat at workbench

35. Restroom, cmbd. with — Prov. — Loc Equip. o.k. —
Cln. Lgt. nat. Art Vent o.k. Supr If none go home

36. Cloakroom, combined with Toilet Prov. ✓ Loc wkrm Conv ✓ Lkr ✗
Shlv. ✓ Hngr ✗ Wl. hk ✓ Seats ✗ Cln ✓ Lgt. nat ✓ — Art ✓
Vent. o.k. ✗ Supr If none, lkr shlv hngr Wl. hk

37. Health Service:
Hosp. — Chg. of ✗ Dr. reg ✗ On call ✗ 1st aid in office, cabinet
Chg. of weekly Med. exam. ✗ Health rec. ✗ Acc. Rec. ✗
Comp. State fund Kind acc. w. burns or crushed fingers.

38. Other welfare: none

12-19-2

FACTORY SCHEDULE, Sheet 5

39. Occupations	Seats			Foot rest		Uniform						
	Kind	Adj.	No o.k.	Kind	Need	Needed Safe	Needed San	Req. by Co	Furn. by Co	Kept by Co	Kept by Girl	Kind	Misc by girls
Sit	—	—	—	—	—								
Stand													
Sit or st.													

12-19-2

FACTORY SCHEDULE, Sheet 6

40. Occupations:

Occupations	Total no. emplo.				Women						Men					
	Total	W	M	Chn	Piece		Time		T & P		Piece		Time		T & P	
					W	C	W	C	W	C	W	C	W	C	W	C
general		6						6								
sorter		1					1									
folder		1					1									
finisher		3					3									
collar		3					3									
starchers		5					5									
mangle		3					3									
presser		6					6									
drivers etc			12									12				
office		2					2									
		30														
							24	6								

Home Laundry Louisville 12-19-2

The ventilation here was very bad. Very warm on day of visit. There were windows only on one side not counting the office side which were too far away to affect the work room. There were skylights, 6 in number but were not open on day of visit in sufficient number to help noticeably in ventilating the room.

Windows were all closed.

Wash basins were in part [illegible] work room where girls worked.

80* The steam of washing would be caused by the women standing constantly at their work. No seats any where.

Home Laundry Louisville 1917 Ky

The total numbers employed and the total pay roll could not be secured here because the pay roll was not [illegible] pay roll [illegible] [illegible] of years [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] numbers [illegible] [illegible] [illegible] [illegible] [illegible]

M. S.

12-19-2

(93)

U. S. Department of Labor
WOMEN'S BUREAU
Washington

HOME VISIT SCHEDULE

Colored
Louisville

Name of worker Verda Farmer Address 658 S. 4th St

Firm Home Laundry Occupation hand ironing

Hours: Regular _____ Irregular always Saturday off.

Overtime none

Lost time none

Reasons —

Wages: Piece work _____ Time work ✓

Increases in past year none

Decreases —

Variations in past year —

Fines —

Bonuses —

Former job: Industry _____ Occupation _____

Hours _____ Daily _____ Weekly _____

How long held _____ Earnings when leaving _____

Reason for leaving _____

Personal facts: Age left school _____ Grade completed _____

Reasons for leaving school _____

Living at home up, keeping house

Boarding × Amount paid ×

Date Nov 26, 1921 Agent Mary H. Furner

Verda Farmer has been with this dairy something over a year. She thought there was too much steam in the work room for the good health of workers. In summer it is not so bad, but in winter they close all the windows most of the time and it is very bad. The ventilation is not good in winter either as it gets so very warm. Doesn't seem to be enough windows in the place.

The toilets are bad also. Must have most every day. Girls have to carry water to flush them.

She liked the Saturday off however. Gave her more time for herself. That she thought was the best feature of the place. The firm was not "mean" to the girls but they certainly had to work hard.

28

12-10-4

Inspection only! See sheet 5

135

U. S. Department of Labor
WOMEN'S BUREAU
Washington

FACTORY SCHEDULE, Sheet 1

Louisville

1. Name of factory B & B Ldry Address 831 West Broadway
Person interviewed
2. Product Fam. Wash. Position Mgr

3. No. employed:

	W.	C.
Men	0	3
Women	0	18
Total	0	21

Day

	W.	C.	Total
Boys	0	0	3
Girls	0	0	18
Total	0	0	21

Night

	W.	C.
Men		
Women		
Total		

	W.	C.	
Boys			
Girls			
Total			

4. Firms scheduled hours:

Daily: Begin 7 End 5.30 Lunch period ½ Rest period 0 Total 10

Saturday " 7 " 1.30 " " ½ " " 6 " 6

Shifts " X " X " " X " " X " X

Regular weekly number of days 6 Total weekly hours 56

Shifts weekly number of periods X Total shifts weekly hours X

Daily: Begin ____ End ____ Lunch period ____ Rest period ____ Total ____

Saturday " ____ " ____ " " ____ " " ____ " ____

Shifts " ____ " ____ " " ____ " " ____ " ____

Regular weekly number of days ____ Total weekly hours ____

Shifts weekly number of periods ____ Total shifts weekly hours ____

5. Overtime or undertime No overtime

6. Seasonal X

7. Employment Policy:
Employment manager ____ Or centralized method ✓ Foremen ____
Records kept no empl. records Payroll shows wk. rate & actual earnings.
Labor turnover n.s.

8. Subcontract shop X Home work given out X

Date Nov. 19 Agent Jennison

12-19-4

9. Buildings:
No. 1 Mat. Brick Entire ✓ Part X
Const. - New X Old ✓+ Rmld X Fair X Unsafe X Other X

10. Arrangement:

	Mfg. or mech. sales, packing and shipping depts.	Off.	Lunch	Rest	1st. aid	Toilet	Dress	Wash
B.	None							
1.	Wash Dept. Extractor, Starchers - mangle, markers, sorters (Back) | sewing mch oper, Pressing room, steam presses, sellers, shirts, socks (Front)	✓	X	X	✓	✓	✓	✓
2.								
3.								
4.								
5.								
6.								

11. Halls:
Indirect — Cl. — Nat.lt.o.k. — Art.prov. — Other —

12. Stairway:

No.	Location	Open	Encl wall	Wind-ing	Nat.lt. adqt.	Art.lt. prov.	Hnd.rl o.k.	Nar	Stp	Cl	Rpr o.k.	Other

13. Exits:
Outside, no. 2 Open out X In ✓ Slide X Obstruct.any exit X

14. Firescape rqd: X No. X Well — Str. — Lad. — Other — Exit, kind —

Obst. — Firewall — Door — Spklr — Extg — Bkt — Hose — Other —

15. Elevators:
Passenger
No. — Guard — Oprt. — Empl.rstrct —
Freight
No. — Guard — Optr. — Empl.rstrct —

12-19-4

Workrooms. No. 2

	16. Floors				17. Aisles			18. Walls				19. Ceilings				
	Loc.	Mat.	Repr	Cl	Other	Loc.	Obst.	Nar.	Loc.	Rpr.	Cl.	Lt.	Loc.	Rpr.	Cl.	Lt.	Low
Front Room		Concrete	X	✓	very wet	Same	X	X	Same	X	X	X	Same	✓–	✓–	X	X
Back Room		Concrete	X	✓–	X	Same	X	X	Same	X	X	X	Same	✓–	✓–	X	X

20. Light, nat. adqt. X Inadqte, where Both workrooms Windows opaque X
Clean ✓– Modern X Curtain, loc none

21. Clngd. by girls ✓ Men X Jant. X Janitress X Other X No. resp. X
swept daily mopped Mon. AM *

	22. Windows.					23. Work bench.					24. Art. lt. kind.				
Loc.	1 s	2 s	3 a	4 a	Sk. l	Fc.	Sd.	Bk	Ab	Misc	Adj.	Ind.	Tab group	Ceil: hung fixt	Shades Kind Ind.	Shades Adq
Front Room	✓									✓				✓	X	X–
Back Room	✓									✓				✓	X	X–

25. Glare, loc. X

26. Reflection X

27. Heating system steam

28. Ventilation:
App. o.k. ✓ Art. X Kind — Loc. —

29. Special prob.
Heat X Cold X Dust X Lint X Humid X Fumes X
Other X

30. Strain:
Eye ✓ Post ✓ Lift X Press ✓ * Reach X Speed X Other X

31. Hazard:
Occupation slight burns-pressers Workroom X

12-19-4

Sanitation:

31. Drinking facilities, loc. centre of front room Conv. ✓—
Bblr. X San X Tank X Cooler X Faucet ✓ Other X
Cup, common ✓ Individ X Kind tin

32. Washing facilities: same as 31. If none, where wash

No.	Kind	Conv.	Cln.	Repr.	Hot w.	Soap fur	Towels Fur.	Ind.	Pap.	Com.	Often
1	Wood sink	✓	✓-	✓	✓	✓	X	-	-	-	—

33. Toilets: Kind short Sep ✓ If none, arngmt —
Flush, hnd ✓ Auto. seat X Repr X Plb. cl X Paper X Instrt X

No. T.R.	No. seats	Fl	Loc	Conv.	Scrn	Deg	Sngl St rm	Row in rm	Room ceil	Seat encl	Nat vnt o.k	Vnt oth rm.	Art vnt o.k	Lgt nat o.k	Lgt art o.k	Cl
1	1	1	hit 2 rooms	✓	X	X	✓	X	✓	X	X-	✓	—	X-	✓	X

Total no. seats 1 No. wmn. per seat 18
Clng. by girls ✓ Men X Jant. X Janitress X Other X No resp X
Swept reg. ✓ Freq/day Wrk. hrs ✓ Scrub reg ✓ Freq/wk Wrk. hrs ✓

Service and Welfare.

34. Lunchroom, combined with X Prov. X Kind —
Loc — Equip o.k. — Cln — Lt. nat — Art — Vent. o.k. —
Prov. hot food, drnk only — Cooking convncs — Supr — If None —

35. Restroom, cmbd. with X Prov. X Loc — Equip. o.k. —
Cln. — Lgt. nat. — Art — Vent o.k. — Supr — If none —

36. Cloakroom, combined with X Prov. ✓ Loc off wrk room Conv ✓ Lkr X
Shlv. X Hngr X Wl. hk ✓ Seats X Cln ✓— Lgt. nat X Art ✓
Vent. o.k. ✓ Supr X If none, — lkr — shlv — hngr — Wl. hk —

37. Health Service:
Hosp. X Chg. of X Dr. reg X On call ✓ 1st aid ✓
Chg. of Mgr Med. exam. X Health rec. X Acc. Rec. forms Co
Comp. stall cons Kind acc. w. slight burns

38. Other welfare: X

12-19-4

FACTORY SCHEDULE, Sheet 5

39. Occupations	Seats: Kind	Seats: Adj.	Seats: No o.k.	Foot rest: Kind	Foot rest: Need	Uniform: Needed Safe	Uniform: Needed San	Uniform: Req. by Co	Uniform: Furn. by Co	Uniform: Kept by Co	Uniform: Kept by Girl	Uniform: Kind	Uniform: Misc by girls
Sit Sewing Machine	chair	X	✓	X	X								
Stand Starchers	bad,												
Mangle	bang												
Pressers													
Sit or st.													
Markers & Porters	Stool	X	✓	rung	—								

16. Floors uneven - and very wet in wash room - where manglers & starchers work -

22. Front workroom - long narrow windows at front lighting office - no rays penetrate back to first pressers. Artificial light consists of low powered globes hung from ceiling at insufficient intervals.
Back workroom square & lighted from 1 side - windows very high -

30. Presses not in good repair - the one tried had to be held down until operation was completed - considerable jar on releasing -

Refused payroll mat. & white cards.
Mgr said he had run his laundry for 20 odd years without assistance or interference. Desired neither, then or at any time. If compelled would give payroll information when not busy. did not know when that time would be. Suggested that his long experience in hiring women would make his testimony valuable to a Bureau interested in women in industry. that the Ky. study was in no way an investigation of individual establishments but a census of conditions by industry in the state. Mgr. said that Govt. d— interfering nothing we could print would be of slightest interest to him.

girls change off - not assigned to any one job -

12-19-4

FACTORY SCHEDULE, Sheet 6

40. Occupations:

Occupations	Total no. emple.				Women						Men					
	Total	W	M	Chn	Piece		Time		T & P		Piece		Time		T & P	
					W	C	W	C	W	C	W	C	W	C	W	C
Totals	21	18	3					18						3		
Markers																
Sorters																
Mangle																
Steam Presser																
Starchers																
Sewing Mch Op																
Wash. Mch	2		2											2		
Extractor	1		1											1		

36

135

136 not possible
Louisville

U. S. Department of Labor
WOMEN'S BUREAU
Washington

FACTORY SCHEDULE, Sheet 1

12-19-1-

1. Name of factory Kentucky Domestic Peerless laundry Address 624 Underhills
2. Product Pullman Laundry - Towel supply - Family laundry - Person interviewed Miss Zapp - Mr Motz
Position Office Mgr - Plant Mgr

3. No. employed:

	W.	C.		W.	C.	Total
Day						
Men	5	3	Boys			8
Women	19	34	Girls			53
Total	24	37	Total			61
Night						
Men			Boys			
Women			Girls			
Total			Total			

4. Firms scheduled hours:

	Begin	End	Lunch period	Rest period	Total
Daily:	7	5.30	1/2	X	10
Saturday	7	1.30	1/2	X	6
Monday Shifts	8	6.30	1/2	X	10

Regular weekly number of days 6 Total weekly hours 56

Shifts weekly number of periods X Total shifts weekly hours X

	Begin	End	Lunch period	Rest period	Total
Daily:					
Saturday					
Shifts					

Regular weekly number of days Total weekly hours

Shifts weekly number of periods Total shifts weekly hours

5. Overtime or undertime Time figured on 60 hour basis - If overtime 1/2 paid -

6. Seasonal X

7. Employment Policy:
Employment manager X Or centralized method X Foremen
Records kept Payroll shows wages - hrs worked + rate - by weeks - no other records
Labor turnover hrs. High turnover with mangle helps - Many leave
If they seem efficient they are brought back to press dept -

8. Subcontract shop X Home work given out X

Date Nov 3 1921 Agent Jennison

12-19-6-

FACTORY SCHEDULE, Sheet 2

9. Buildings:
No. 2 Mat. Bldg ① Frame Bldg ② Brick Entire — Part —
Const. - New X Old X Rmld X Fair ✓ Unsafe — Other —

10. Arrangement:

	Mfg. or mech. sales, packing and shipping depts.		Off.	Lunch	Rest	1st. aid	Toilet	Dress	Wash
B.	Stock								
1.	Bldg 1 Markers: Starchers: Wash room: Flat Wrk	Bldg 2 Wash room Pullman Co: Blanket Dept: Engine Room							2 ✓ no women Bldg 2 Floor 1
2.	Man. office Sprters: Hand iron Dept Pressers {shirt, collar, socks underwear}	Sewing Dept: Recv. + Del. Office		1 wht. Bldg 1 1 Col. 2	1 wht. Bldg 2 1 col. 2	✓ Bldg I	2 Bldg 2. 2 Bldg 1.	① wht Bldg 2 ① col	1 Bldg 1 ✓ 1 Bldg 2
3.									
4.									
5.									
6.									

11. Halls:
Indirect — Cl. — Nat.lt.o.k. — Art.prov. — Other —

12. Stairway:

No.	Location	Open	Encl wall	Wind-ing	Nat.lt. adqt.	Art.lt. prov.	Hnd.rl o.k.	Nar	Stp	Cl	Rpr o.k.	Other
1	Bldg I side	X	✓	X	✓	✓	✓	X	X	✓	✓	X
1	Bldg II side	X	✓	X	✓	✓	✓	X	X	✓	✓	X

13. Exits:
Outside, no Bldg 1. 2 Bldg 2. 3 Open out X In ✓ Slide X Obstruct.any exit X

14. Firescape rqd: X No. — Well — Str. — Lad. — Other — Exit, kind —

Obst. — Firewall — Door — Spklr X Extg ✓ Bkt ✓ Hose X Other X

15. Elevators:
Passenger
No. 0 Guard — Oprt. — Empl.rstrct —
Freight
No. 2 Guard 1 Optr. X Empl.rstrct no use but it works slowly - usually stairs to second floor.

Workrooms. No. 3

	16. Floors				17. Aisles			18. Walls				19. Ceilings				
	Loc.	Mat.	Repr	Cl	Other	Loc.	Obst.	Nar.	Loc.	Rpr.	Cl.	Lt.	Loc.	Rpr.	Cl.	Lt.	Low
Bldg 2. 2nd floor		wood	✓	✓	X	Same	X	X	Same	✓	white paint	✓	Same	✓	✓	✓	X
Bldg 1 2nd floor		wood	✓	✓	X	Same	X	X	Same	✓	white paint	✓	Same	✓	✓	✓	X
Bldg 1 1st floor		wood	X	✓	X	Same	X	X	Same	✓	white paint	✓	Same	✓	✓	✓	X

20. Light, nat. adqt. ✓ Inadqte, where Bldg 1 floor Center Windows opaque X
Clean ✓ Modern X Curtain, loc all windows

21. Clngd. by girls X Men X Jant. / Janitress / Other X No. resp. —
Sweep ea daily. Scrub weekly.

22. Windows.						23. Work bench.						24. Art. lt. kind.					
Loc.	1 s	2 s	3 a	4 a	Sk. l	Fc.	Sd.	Bk	Ab	Misc	Adj.	Ind.	~~Tab~~ mch group	Ceil	Shades Kind Ind.	Shades Adq
Flat Dept	✓									✓	X	X	✓		X	Putting in fragile shades
Stand Dept	✓						✓					✓			X	" "
Pressing Dept	✓					✓	2✓						✓		X	" "
Hand " "	✓						✓	✓				✓			X	" "
Sewing Dept		✓				✓	✓					✓			X	green
Marking Sorting		✓								✓			✓		X	Putting in shades

25. Glare, loc. X

26. Reflection X

27. Heating system steam

28. Ventilation:
App. o.k. ✓ Art. ✓ Kind Fans Exhaust fans Loc. Throughout Over mangles & wash mchs.

29. Special prob.
Heat ✓ Cold X Dust X Lint X Humid X Fumes X
Other X

30. Strain:
Eye X Post ✓ Lift X Press X Reach X Speed X Other X

31. Hazard:
Occupation Dressers — Burns — Workroom X

12-19-b

FACTORY SCHEDULE, Sheet 4

Sanitation:

31. Drinking facilities, loc. workroom Conv. ✓
Bblr. X San X Tank X Cooler ✓ Faucet X Other X
Cup, common ✓ Individ X Kind glass

32. Washing facilities: If none, where wash —

No.	Kind	Conv.	Cln.	Repr.	Hot w.	Soap fur	Towels Fur.	Ind	Pap	Com.	Often
(1) Bldg 1. 2nd Flor	Porcelain	✓	✓	✓	✓	✓	✓			✓	daily
(2) Bldg 1. 1st Floor	Porcelain	✓	✓	✓	✓	✓	✓			✓	daily
(1) Bldg 2. 2nd Floor	Porcelain	✓	✓	✓	✓	✓	✓			✓	daily

33. Toilets: Kind shot hopper Sep ✓ If none, arngmt —
Flush, hnd ✓ Auto. seat X Repr ✓ Plb. cl ✓ Paper ✓ Instrt X

No. T.R.	No. seats	Fl	Loc	Conv.	Scrn	Deg	Sngl Strm	Row in rm	Room ceil	Seat encl	Nat vnt o.k	Vnt oth rm.	Art vnt o.k	Lgt nat o.k	Lgt art o.k	Cl
Bldg 2 White	1	2	off cloak room	✓	✓	X	✓	X	✓	✓	X	✓	—	X	✓	✓
Bldg 2 Colored	1	2	" "	✓	✓	X	✓	X	✓	✓	X	✓	—	X	✓	✓
Bldg 1. White	2	2	end of workroom	✓	✓	X	✓	X	X	✓	X	✓	—	X	✓	✓
Bldg 1. Colored	2	2	end of workroom	✓	✓	X	✓	X	X	✓	X	✓	—	X	✓	✓

Total no. seats 6 No. wmn. per seat 9
Clng. by girls X Men X Jant. X Janitress ✓ Other + No resp —
Swept reg. ✓ Freq 1ce day Wrk. hrs X Scrub reg ✓ Freq 1ce day Wrk. hrs X

Service and Welfare.

34. Lunchroom, combined with cloakroom rest room Prov. ✓ 1. wht. 1. Col. Kind tables & benches.
Loc Bldg 2. 2nd story Equip o.k. ✓ Cln ✓ Lt. nat ✓ Art ✓ Vent. o.k. ✓
Prov. hot food, drnk only X Cooking convncs X Supr X If None —

35. Restroom, cmbd. with cloakroom & Lunchroom Prov. ✓ 1 wht. 1 Col. Loc Bldg 2. 2nd story Equip. o.k. benches
Cln. ✓ Lgt. nat. ✓ Art ✓ Vent o.k. ✓ Supr X If none —

36. Cloakroom, combined with Lunchroom & restroom Prov. ✓ Loc Bldg 2. 2nd story Conv ✓ Lkr X
Shlv. X Hngr X Wl. hk ✓ Seats ✓ Cln ✓ Lgt. nat ✓ Art ✓
Vent. o.k. ✓ Supr X If none, — lkr — shlv — hngr — Wl. hk —

37. Health Service:
Hosp. X Chg. of — Dr. reg X On call ✓ 1st aid ✓
Chg. of Plant Mgr Med. exam. X Health rec. X Acc. Rec. Reports to Ins. Co.
Comp. State Comp. Act Kind acc. w. Burns - "none serious during past year

38. Other welfare: X

12-19-6-

FACTORY SCHEDULE, Sheet 5

39. Occupations	Seats			Foot rest		Uniform						
	Kind	Adj.	No o.k.	Kind	Need	Needed Safe	Needed San	Req. by Co	Furn. by Co	Kept by Co	Kept by Girl	Kind	Misc by girls
Sit Sewing	chair	X	✓	X	X								aprons
Stand Mangle feeders													"
Pressers													"
Hand Pressers													"
Sit or st.													
Markers	chair	X		rung	—								"
Sorters	chairs	X		rung	—								"
Mangle folders	stools	X		rung	—								"
Starchers	stools	X		rung	—								"

Not needed

*29. No asbestos protectors on presses - Not heavy to kick - No jar - but heat radiates into face of operator between operations - (shirt presses - ie - cuff ironer, bosom ironer, neck band, sleeve, back: sock ironers: collar, seamers, moulders - all these machines in duplicate - steam presses, and cylinders heated by gas. steam presses more efficient - as to speed and good work - Employees used to old system - not broken in to new altogether - Burns less easy to avoid on old gas cylinders)

*30. Large majority of women employees stand all day.

Kentucky Domestic Peerless Laundry

12-19-6-

FACTORY SCHEDULE, Sheet 6

40. Occupations:

	Occupations	Total no. empls. Total	W	M	Chn	Women Piece W	Piece C	Time W	Time C	T & P W	T & P C	Men Piece W	Piece C	Time W	Time C	T & P W	T & P C
Marking & Sorting Dept	Markers & Sorters	6	6					6						9			
Flat Dept.	Mangle help.	26	26					2	24								
Starch Dept.	Starchers	3	3					1	2								
Finishing Dept.	Collar Pressers	2	2					2									
	Shirt Pressers	9	9					6	3								
	Underwear Pressers	1	1						1								
Hand Ironers Dept.	Hand Pressers	4	4						4								
Sewing	Sewing	2	2					2									
Blanket Dept.	Washing Mch.	1	-	1										1			
Pullman Wash Dept	Mch Operators	4	-	4										2	2		
Private Wash Dept	mch operators	3	-	3										2	1		
		61	53	8													

1934

33

7-19-9-

135

U. S. Department of Labor
WOMEN'S BUREAU
Washington

FACTORY SCHEDULE, Sheet 1

1. Name of factory Sanitary Laundry Address Lyon Faulkner
Person interviewed
2. Product " Position Mgr.

3. No. employed:

	W.	C.
Men	6	1
Women	11	4
Total	17	5

Day

	W.	C.	Total
Boys			7
Girls			15
Total			22

Night

	W.	C.
Men		
Women		
Total		

	W.	C.
Boys		
Girls		
Total		

4. Firms scheduled hours:

Daily: Begin 7 End 5 30 Lunch period ½ Rest period Total 10

Saturday " 7 " 11 30 " " " " " " av. 4½ + or -

Shifts " 7 30 " 5 30 " " " " " " 9½

Regular weekly number of days usually 5½ pay as for 6 Total weekly hours av. 54 - actual no pay as if 59½

Shifts weekly number of periods Total shifts weekly hours

Daily: Begin End Lunch period Rest period Total

Saturday " " " " " " " " " "

Shifts " " " " " " " " " "

Regular weekly number of days Total weekly hours

Shifts weekly number of periods Total shifts weekly hours

5. Overtime or undertime X steady

6. Seasonal Summer & winter busiest

7. Employment Policy:
Employment manager X Or centralized method — Foremen —
Records kept X
Labor turnover W. C. but only 5% are good.

8. Subcontract shop X Home work given out X

Date Agent Manning

T-19-9-

FACTORY SCHEDULE, Sheet 2

9. Buildings:
No. 1 Mat. brick wood Entire ✓ Part ✓
Const. - New ✗ Old ✓ Rmld ✗ Fair ok Unsafe ✗ Other ✗

10. Arrangement:

	Mfg. or mech. sales, packing and shipping depts.	Off.	Lunch	Rest	1st. aid	Toilet	Dress	Wash
B.	zone							
1.	engine room wash, iron, ice, etc.					✓	✓	
2.								
3.								
4.								
5.								
6.								

11. Halls: 0
Indirect ____ Cl. ____ Nat.lt.o.k. ____ Art.prov. ____ Other ____

12. Stairway: 0

No.	Location	Open	Encl wall	Wind-ing	Nat.lt. adqt.	Art.lt. prov.	Hnd.rl o.k.	Nar	Stp	Cl	Rpr o.k.	Other

13. Exits:
Outside, no. 3 Open out 1 In 2 Slide ✗ Obstruct.any exit ✗

14. Firescape rqd: ✗ No. 0 Well ____ Str. ____ Lad. ____ Other ____ Exit, kind ____

Obst. ____ Firewall ✗ Door ✗ Spklr ✗ Extg ✓ Bkt ✗ Hose ✗ Other ✗

15. Elevators:
Passenger 0
No. ____ Guard ____ Oprt. ____ Empl.rstrct ____
Freight
No. ____ Guard ____ Optr. ____ Empl.rstrct ____

7-19-9-

FACTORY SCHEDULE, Sheet 3

Workrooms. No.

16. Floors					17. Aisles			18. Walls				19. Ceilings				
Loc.	Mat.	Repr	Cl	Other	Loc.	Obst.	Nar.	Loc.	Rpr.	Cl.	Lt.	Loc.	Rpr.	Cl.	Lt.	Low
all room	cement	✓	✓	—	same	×	×	same	✓	✓	✓	same	✓	✓	✓	×

20. Light, nat.adqt. ✓ Inadqte, where × Windows opaque ×
Clean ✓ Modern × Curtain, loc ×

21. Clngd. by girls ✓ Men ✓ Jant. ✓ Janitress × Other × No.resp. ✓
swept daily some part weekly daily

22. Windows.						23. Work bench.					24. Art. lt. kind.					
Loc.	1 s	2 s	3 a	4 a	Sk. l	Fc.	Sd.	Bk	Ab	Misc	Adj.	Ind.	Tab group	Ceil	Shades Kind Ind.	Shades Adq
1st floor			✓							✓	×	×	×	✓	×	none
						(chiefly side)										
											only few folds					
											sash curtains needed					
											some needed days					
											nec.					

25. Glare, loc. ×

26. Reflection ×

27. Heating system industry

28. Ventilation:
App. o.k. × Art. Kind electric fans in summer Loc. near mangle

29. Special prob.
Heat ✓ Cold Dust Lint Humid ✓ Fumes
Other no hoods on washers or mangles to conduct steam & heat otherwise light + airy.

30. Strain:
Eye × Post ✓ Lift × Press ✓ Reach × Speed × Other ×

31. Hazard:
Occupation burns in sleeve isover Workroom
unguarded belts.
Machines all low speed.

7-19-9-

Sanitation:

31. Drinking facilities, loc. Engine room Conv. X
Bblr. X San — Tank — Cooler X Faucet X Other X
Cup, common X Individ X Kind
claimed individual but common pan each other

32. Washing facilities: If none, where wash

No.	Kind	Conv.	Cln.	Repr.	Hot w.	Soap fur	Towels Fur.	Ind	Pap	Com.	Often
	soap stone tubs										

in workroom used chiefly in inclement

33. Toilets: Kind short hole open Sep X If none, arngmt
Flush, hnd X Auto. seat X Repr X Plb. cl X Paper X Instrt X

No. T.R.	No. seats	Fl	Loc	Conv.	Scrn	Deg	Sngl St rm	Row in rm	Room ceil	Seat encl	Nat vnt o.k	Vnt oth rm.	Art vnt o.k	Lgt nat o.k	Lgt art o.k	Cl
1	1	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
			room						closet room							

Total no. seats 1 No. wmn. per seat 10 white and colored
Clng. by girls X Men X Jant. X Janitress X Other X No resp none
Swept reg. X Freq daily Wrk. hrs X Scrub reg X Freq weekly Wrk. hrs X

Service and Welfare.

34. Lunchroom, combined with Prov. X Kind
Loc Equip o.k. Cln Lt. nat Art Vent. o.k.
Prov. hot food, drnk only Cooking convncs Supr If None no home
most eat in work room

35. Restroom, cmbd. with Prov. X Loc Equip. o.k.
Cln. Lgt. nat. Art Vent o.k. Supr If none 2

36. Cloakroom, combined with Toilet Prov. X Loc Conv X Lkr X
Shlv. X Hngr X Wl. hk X Seats Cln X Lgt. nat X Art before
Vent. o.k. X Supr X If none, lkr shlv hngr Wl. hk

37. Health Service:
Hosp. X Chg. of X Dr. reg X On call X 1st aid X
Chg. of Med. exam. X Health rec. X Acc. Rec. few
Comp. Kind acc. w. burns sometimes

38. Other welfare: X

7-19-9-

FACTORY SCHEDULE, Sheet 5

39. Occupations	Seats			Foot rest		Uniform						
	Kind	Adj.	No o.k.	Kind	Need	Needed Safe	Needed San	Req. by Co	Furn. by Co	Kept by Co	Kind Girl	Misc by girls
Sit												
Stand see occupations next sheet	O	X	O	O	X	X	X				X	
Sit or st.												

* 30. Most steam presses - light weight - I had
1 bad par connected with release.

* 34. Standing no seats - 1 yes - Sit on table & baskets
to eat frequently.
No interchange among shakers feeders + folders -
no seats.
Laymen not standing on cement are mangle feeders

7-19-9-

FACTORY SCHEDULE, Sheet 6

40. Occupations:

Occupations	Total no. empls.				Women						Men					
	Total	W	M	Chn	Piece		Time		T & P		Piece		Time		T & P	
					W	C	W	C	W	C	W	C	W	C	W	C
Engineer			1										1			
Fireman			1										1			
" helper			1											1		
Supt			1										1			
Editor			3										3			
Bookkeeper		2					2									
Machinists		4					4									
Stockkeeper		2					2									
Hand in		3						3								
Foreman		4					3	1								
	22	15	7													
							11	4								

11-19-13-

37

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U. S. Department of Labor
WOMEN'S BUREAU
Washington

FACTORY SCHEDULE, Sheet 1

1. Name of factory Peerless Laundry Address Lexington
Person interviewed Mrs Emma Brill
2. Product " " Position Mgr Worley - Sec. Mgr

3. No. employed:

	W.	C.
Men	14	3
Women	21	10
Total	35	13

Day

	W.	C.	Total
Boys			17
Girls			31
Total			48

Night

	W.	C.
Men		
Women		
Total		

	W.	C.
Boys		
Girls		
Total		

4. Firms scheduled hours:

Daily: Begin 7 End 5 Lunch period 1 hr Rest period Total 9

Saturday " 7 " 12 noon " " " " " " 3+

Shifts " " " " " " " " " "

Regular weekly number of days 5 1/2 Total weekly hours 48 average

Shifts weekly number of periods regarded as 6 Total shifts weekly hours

Daily: Begin End Lunch period Rest period Total

Saturday " " " " " " " " " "

Shifts " " " " " " " " " "

Regular weekly number of days Total weekly hours

Shifts weekly number of periods Total shifts weekly hours

5. Overtime or undertime Under normal now
recently laid off 9 women. Same time raised wages 2 3 white women
from 8 to 11 mk

6. Seasonal normal yrs - summer dull

7. Employment Policy:
Employment manager X Or centralized method X Foremen
Records kept X
Labor turnover steady lately

8. Subcontract shop X Home work given out X

Date Mch 21 Agent Manning

17 m.

(incl 1 c washer)

screw 6.
washer 3
nut 5 - 4
~~Engineer 1~~
carpenter 1
fitter 1 c

1 c. foster - send 3rd.
rock sweep around drum machine
gets 3 rds single

Built 9.
Non-Co

11-19-13 -

FACTORY SCHEDULE, Sheet 2

9. Buildings: mat rooms 2d & 3d floor port
No. 1 Mat. brick Entire ✓ Part ✓
Const. - New — Old — Rmld ✓ Fair ✓ Unsafe ✗ Other —
former Elks Bldg high ceilings - irregular rooms - waste space

10. Arrangement: no crowding.

	Mfg. or mech. sales, packing and shipping depts.	Off.	Lunch	Rest	1st. aid	Toilet	Dress	Wash
B.	0							
1.	waste - mangle work	✓			✓			
2.	iron press - starch					✓		✓
3.	sorting						✓	
4.								
5.								
6.								

11. Halls: passages
Indirect some ✗ Cl. ✓ Nat.lt.o.k. ✓ Art.prov. ✓ Other —

12. Stairway:

No.	Location	Open	Encl wall	Wind-ing	Nat.lt. adqt.	Art.lt. prov.	Hnd.rl o.k.	Nar	Stp	Cl	Rpr o.k.	Other
1 used by laundry	middle center	✓	✗	✗	✓	✓	✓	✗	✗	✓	✓	
	not direct											

13. Exits: commonly used
Outside, no. 3 Open out 2 ✓ In 1 ✓ Slide — Obstruct. any exit ✗

14. Firescape rqd: ✓ No. 1 Well ✗ Str. ✗ Lad. iron ✓ Other ✗ Exit, kind window

Obst. ✗ Firewall ✗ Door ✗ Spklr ✗ Extg ✓ Bkt ✗ Hose ✗ Other ✗

15. Elevators:
Passenger 0
No. — Guard — Oprt. — Empl.rstrct —
Freight
No. 1 Guard wood bar Optr. not reg. Empl.rstrct new only

11-19-13 -

FACTORY SCHEDULE, Sheet 3

Workrooms. No.

	16. Floors				17. Aisles			18. Walls				19. Ceilings				
	Loc.	Mat.	Repr	Cl	Other	Loc.	Obst.	Nar.	Loc.	Rpr.	Cl.	Lt.	Loc.	Rpr.	Cl.	Lt.	Low
1st		concrete				same			same				same				
max		wood															
2nd																	
max		wood				"			"				"				
3d																	
		"				"			"				"				

may high

20. Light, nat.adqt. ✓ Inadqte, where ✗ Windows opaque ✗
Clean ✓ Modern ✗ Curtain, loc ✗

21. Clngd. by girls ✓ Men ✓ Jant. ✓ Janitress ✗ Other ✗ No.resp. self.
semi-weekly maids } mostly daily daily sweep

22. Windows.						23. Work bench.					24. Art. lt. kind.					
Loc.	1 s	2 s	3 a	4 a	Sk. l	Fc.	Sd.	Bk	Ab	Misc	Adj.	Ind.	Tab group	Ceil	Shades Kind Ind.	Shades Adq
1st			✓ (high)							✓	✗	✗	✗	✓	✗	✓
2d		✓								✓	✗	✗	✓		✗	✓
3d			✓							✓	✗	✗	✗		✗	✓

25. Glare, loc. not noticed

26. Reflection ✗

27. Heating system steam

28. Ventilation:
App. o.k. ✗ Art. ✓ Kind see note Loc.

29. Special prob.
Heat glue ✓ Cold ✗ Dust ✗ Lint ✗ Humid ✓ Fumes ✗
Other fumes

30. Strain:
Eye ✗ Post ✓ Lift ✗ Press ✓ Reach ✗ Speed ✗ Other ✗

31. Hazard:
Occupation ✗ Workroom ✗

nonpoisonous

11-19-13 -

FACTORY SCHEDULE, Sheet 4

Sanitation:

31. Drinking facilities, loc. work rooms Conv. ✓
Bblr. X San — Tank ✓ Cooler X Faucet ✓ Other X
Cup, common X + ✓ Individ not seen Kind

32. Washing facilities: If none, where wash

No.	Kind	Conv.	Cln.	Repr.	Hot w.	Soap fur	Towels Fur.	Ind.	Pap.	Com.	Often
2 on floor white	basin	for ½	✓	✓	✓	✓	help selves from laundry				
2 on floor colored	sink	✓	✓	✓	X	✓	"	"	"	"	"

33. Toilets: Kind modern Sep ✓ If none, arngmt —
Flush, hnd ✓ Auto. seat X Repr ✓ Plb. cl ✓ Paper ✓ Instrt —

No. T. R.	No. seats	Fl	Loc	Conv.	Scrn	Deg	Sngl Strm	Row in rm	Room ceil	Seat encl	Nat vnt o.k	Vnt oth rm.	Art vnt o.k	Lgt nat o.k	Lgt art o.k	Cl
white colored 1	1	2	hall	✓	✓	X	✓	X	X	✓	✓	X	—	✓	✓	✓
1	2	2	hall	✓	X	X	✓	X	X	✓	✓	hall	—	X	X	✓
in different parts of hallway																

Total no. seats 3 No. wmn. per seat 7
Clng. by girls X Men X Jant. ✓ Janitress X Other X No resp supt
Swept reg. ✓ Freq d Wrk. hrs X Scrub reg ✓ Freq wkly Wrk. hrs X

Service and Welfare.

34. Lunchroom, combined with Prov. X Kind
Loc Equip o.k. Cln Lt. nat Art Vent. o.k.
Prov. hot food, drnk only Cooking convncs Supr If None

35. Restroom, cmbd. with Prov. X Loc Equip. o.k.
Cln. Lgt. nat. Art Vent o.k. Supr If none

36. Cloakroom, combined with — Prov. ✓ for white Loc stairlanding + hallway Conv X Lkr X
Shlv. X Hngr X Wl. hk ✓ Seats box Cln ✓ Lgt. nat ✓ Art X
Vent. o.k. To Supr X If none, lkr shlv hngr Wl. hk
Men wmn

37. Health Service:
Hosp. X Chg. of — Dr. reg — On call X 1st aid ✓
Chg. of Nurse Med. exam. X Health rec. X Acc. Rec. 0
Comp. ✓ Kind acc. w. 0

38. Other welfare: X

continued 38 Hoy

11-19-13 -

FACTORY SCHEDULE, Sheet 5

39. Occupations	Seats			Foot rest		Uniform						
	Kind	Adj.	No o.k.	Kind	Need	Needed Safe	Needed San	Req. by Co	Furn. by Co	Kept by Co	Kind Girl	Misc by girls
Sit												
Stand												
all	much	X	X	X	X	X	X	X				
Sit or st.												

* 28 & 29

Wash & mangle room had exhausts in wall of my large room & seemed inadqte.
No special hood etc over mangle.
Bldg equipped with blower system & openings near floors - but no. brought time of inspection.
Mgr said: "not very effective"
Treadle fans in ironing & sorting depts not running. These rooms ~~poorly~~ o.k.

* 30: Standing constant, & some on concrete.
Women subject to additional strain on back of presses - 2 easy action
1 especially (collars & cuffs)
operated with great effort - girl jumped on whole weight on treadle.
Old style gas body ironer - no shield from heat.

11-19-13 -

FACTORY SCHEDULE, Sheet 6

40. Occupations:

Occupations	Total no. empls.				Women						Men					
	Total	W	M	Chn	Piece		Time		T & P		Piece		Time		T & P	
					W	C	W	C	W	C	W	C	W	C	W	C
Drivers			6										6			
washers			3										2	1		
mark & sort			4										4			
Engineer			1										1			
carpenter			1										1			
presser			1											1		
fixter			1											1		
sort		2					2						14	3		
sort rough dry		3					3									
mangle work rec. shakers		10					10									
pressers		10					6	4								
hand iron		6						6								
		31	17				21	10								

4.1 Paducah 17-19-17-

135

U. S. Department of Labor
WOMEN'S BUREAU
Washington

FACTORY SCHEDULE, Sheet 1

1. Name of factory Star Laundry Address 212 N. 2nd
Person interviewed N. L. Young
2. Product _____ Position Mgr

3. No. employed:

	W.	C.
Men	4	3
Women	15	2
Total	19	4

Day

	W.	C.	Total
Boys			6
Girls			17
Total			23

Night

	W.	C.
Men		
Women		
Total		

	W.	C.	
Boys			
Girls			
Total			

4. Firms scheduled hours:

Daily: Begin 7 End 5 Lunch period 1 hr Rest period _____ Total 9

Saturday " 7 " 1 " " _____ " " _____ " ~~5~~ 6

Shifts " _____ " _____ " " _____ " " _____ " _____

Regular weekly number of days 5½ Total weekly hours ~~50~~ 51 Wkly.

Shifts weekly number of periods _____ Total shifts weekly hours _____

yellow cards 50 hrs. Use

Daily: Begin _____ End _____ Lunch period _____ Rest period _____ Total _____

Saturday " _____ " _____ " " _____ " " _____ " _____

Shifts " _____ " _____ " " _____ " " _____ " _____

Regular weekly number of days _____ Total weekly hours _____

Shifts weekly number of periods _____ Total shifts weekly hours _____

5. Overtime or undertime usually close at 4.30 but few weeks. May run late on Saturday a little irregular

6. Seasonal July & Aug busy

7. Employment Policy:
Employment manager X Or centralized method _____ Foremen ✓
Records kept X
Labor turnover X

8. Subcontract shop X Home work given out X

Date Nov 3, 1920 Agent Burham

17-19-17-

FACTORY SCHEDULE, Sheet 2.

9. Buildings:
No. 1 Mat. Brick Entire ✓ Part —
Const. - New X Old ✓ Rmld ✓ Fair — Unsafe X Other X
old church

10. Arrangement:

	Mfg. or mech. sales, packing and shipping depts.	Off.	Lunch	Rest	1st. aid	Toilet	Dress	Wash
B.								
1.	work	✓				✓		
2.	storage						✓	
3.								
4.								
5.								
6.								

11. Halls: 0
Indirect — Cl. — Nat.lt.o.k. — Art.prov. — Other —

12. Stairway:

No.	Location	Open	Encl wall	Wind-ing	Nat.lt. adqt.	Art.lt. prov.	Hnd.rl o.k.	Nar	Stp	Cl	Rpr o.k.	Other
	out side	✓	X	X	✓	✓	✓	X	X	X	✓	X

1 not inspected at war

13. Exits:
Outside, no. 3 Open out — In 2 Slide — Obstruct.any exit —

14. Firescape rqd: X No. — Well — Str. — Lad. — Other — Exit, kind —

Obst. — Firewall X Door X Spklr X Extg X Bkt X Hose X Other X

15. Elevators:
Passenger
No. 0 Guard — Oprt. — Empl.rstrct —
Freight
No. 0 Guard — Optr. — Empl.rstrct —

17-19-17-

FACTORY SCHEDULE, Sheet 3

Workrooms. No. 1

	16. Floors					17. Aisles			18. Walls				19. Ceilings				
	Loc.	Mat.	Repr	Cl	Other	Loc.	Obst.	Nar.	Loc.	Rpr.	Cl.	Lt.	Loc.	Rpr.	Cl.	Lt.	Low
1st		Cem	X	✓	wet	sm	X	✓	sm	✓	X	✓	sm	✓	X	✓	X
		worn in place				& uneven			Narrow & uneven								

20. Light, nat.adqt. ✓ Inadqte, where — Windows opaque X
Clean ✓ Modern X Curtain, loc X

21. Clngd. by girls X Men X Jant. ✓ Janitress X Other X No.resp. X
swept daily, scrubbed irregular intervals

22. Windows.						23. Work bench.					24. Art. lt. kind.					
Loc.	1 s	2 s	3 a	4 a	Sk. l	Fc.	Sd.	Bk	Ab	Misc	Adj.	Ind.	Tab group	Ceil	Shades Kind	Shades Adq Ind.
1st	—	—	—	✓	X	—	—	—	—	✓	X	X	X	✓	X	✓ gas

25. Glare, loc. X

26. Reflection X

27. Heating system industry & 1 stove near front no jacket

28. Ventilation:
App. o.k. ✓ Art. X Kind X Loc. X

29. Special prob.
Heat X Cold X Dust X Lint X Humid X Fumes X
Other X

30. Strain:
Eye X Post 1st ✓ Lift X Press on press ✓ Hoffman press hand & belts Reach X Speed X Other Cement floor no platform

31. Hazard:
Occupation ✓ of catching handpiece press Workroom Extractor had no cover

17-19-17-

FACTORY SCHEDULE, Sheet 4

Sanitation:

31. Drinking facilities, loc. wk room Conv. ✓
Bblr. X San X Tank ✓ Cooler X Faucet ✓ Other X
Cup, common X Individ X Kind X

32. Washing facilities: If none, where wash

No.	Kind	Conv.	Cln.	Repr.	Hot w.	Soap fur	Towels Fur.	Ind	Pap	Com.	Often
wk room	sink	✓	X	✓	✓	✓	✓	✓			

33. Toilets: Kind sit down Sep ✓ If none, arngmt —
Flush, hnd ✓ Auto. seat X Repr ✓ Plb. cl ✓ Paper ✓ Instrt X

No. T. R.	No. seats	Fl	Loc	Conv.	Scrn	Deg	Sngl St rm	Row in rm	Room ceil	Seat encl	Nat vnt o.k.	Vnt oth rm.	Art vnt o.k.	Lgt nat o.k.	Lgt art o.k.	Cl
1	2	1	wk	✓	X	X	X	✓	X	X	X	✓	X	✓	✓	✓
											wk room					

Total no. seats 2 No. wmn. per seat 9
Clng. by girls X Men X Jant. ✓ Janitress X Other X No resp X
Swept reg. ✓ Freq d Wrk. hrs ✓ Scrub ~~reg~~ ✓ Freq — Wrk. hrs X

Service and Welfare.

34. Lunchroom, combined with 0 Prov. X Kind irregular intervals
Loc — Equip o.k. — Cln — Lt. nat — Art — Vent. o.k. —
Prov. hot food, drnk only X Cooking convncs X Supr — If None wk room

35. Restroom, cmbd. with 0 Prov. X Loc — Equip. o.k. —
Cln. — Lgt. nat. — Art — Vent o.k. — Supr — If none improv.

36. Cloakroom, combined with X Prov. ✓ Loc 2nd Conv ✓ Lkr X
Shlv. X Hngr ✓ Wl. hk ✓ Seats X Cln ✓ Lgt. nat ✓ Art ✓
Vent. o.k. ✓ Supr X If none, — lkr — shlv — hngr — Wl. hk —
not enough, some clothes hung over a rack

37. Health Service:
Hosp. X Chg. of X Dr. reg X On call X 1st aid turpentine & oil for burns
Chg. of wgr Med. exam. X Health rec. X Acc. Rec. X
Comp. ✓ Kind acc. w. burns

38. Other welfare: 0

17-19-17-

39. Occupations	Seats			Foot rest		Uniform						
	Kind	Adj.	No o.k.	Kind	Need	Needed Safe	Needed San	Req. by Co	Furn. by Co	Kept by Co	Kept by Girl	Kind	Misc by girls
Sit													
Stand													
Gum work													
make													
sort													
Sit or st.													
fold,	stool	X	✓										

Stated girls & ladies do not - bring off. But women and do repair bands - work during day. But mainly about 1/2 day of time

17-19-17-

FACTORY SCHEDULE, Sheet 6

40. Occupations:

Occupations	Total no. empls.				Women						Men					
	Total	W	M	Chn	Piece		Time		T & P		Piece		Time		T & P	
					W	C	W	C	W	C	W	C	W	C	W	C
mark & sort	3	3					3									
Gen Work	14	14					12	2								
wash	1		1										1			
Extractor	1		1											1		
foreman	1		1											1		
Driver	3		3										3			
	23	17	6				15	2					4	2		

— Kentucky —

Food

7 Schedule

Canning

48

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U. S. Department of Labor
WOMEN'S BUREAU
Washington

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FACTORY SCHEDULE, Sheet 1

12-7-1

1. Name of factory Goodwin Preserve Co Address Louisville, Ky
Person interviewed Goodwin Bros
2. Product Preserves, jams, jellies Position Sup't & Asst Sup't.

3. No. employed:

	W.	C.		W.	C.	Total
Men	42	67	Boys			109
Women	25	17*	Girls			42
Total	67	84	Total			151

Day

Night

	W.	C.		W.	C.
Men			Boys		
Women			Girls		
Total			Total		

4. Firms scheduled hours:

Daily: Begin 7 End 5:30 Lunch period ½ hr Rest period — Total 10

Saturday " 7 " 12 " " — " " — " 5

Shifts " " " " " " " " " "

Regular weekly number of days 5½ Total weekly hours 55

Shifts weekly number of periods Total shifts weekly hours

Daily: Begin End Lunch period Rest period Total

Saturday " " " " " " " " "

Shifts " " " " " " " " "

Regular weekly number of days Total weekly hours

Shifts weekly number of periods Total shifts weekly hours

5. Overtime or undertime Much undertime for individuals - Official time steady. No overtime since 1919 except as individuals stay to finish up: Maximum = 60 hrs. a wk.
6. Seasonal Busiest May to Dec., Slack. Dec to Mar.

7. Employment Policy:
Employment manager x Or centralized method ✓ Foremen
Records kept x
Labor turnover No figures

8. Subcontract shop x Home work given out

Date Oct. 18, 19 1921 Agent Ms. R. L.

* ? white colored women not included here

Northern Preserves

FACTORY SCHEDULE, Sheet 2

9. Buildings:
No. 1 Mat. Brick Entire ✓ Part —
Const. - New X Old 1906 Rmld — Fair — Unsafe — Other —

10. Arrangement:

	Mfg. or mech. sales, picking and shipping depts.	Off.	Lunch	Rest	1st. aid	Toilet	Dress	Wash
B.	Pail & Stone depts							
1.	Stock, Shipping	✓	X	X	X			
2.	Packing preserves.						✓	
3.	Packing jellies. Cooking + finishing Reclaiming Crystalized products.						✓	
4.	Juice squeezing - Storage							
5.	Apple peeling room - Storage							
6.								

11. Halls:
Indirect X Cl. ✓ Nat.lt.o.k. ✓ Art.prov. ✓ Other —

12. Stairway:

No.	Location	Open	Encl wall	Wind-ing	Nat.lt. adqt.	Art.lt. prov.	Hnd.rl o.k.	Nar	Stp	Cl	Rpr o.k.	Other
1	Side, middle	X	br.	X	✓	✓	✓	wide X	X	✓	✓	fire proof.
1	Side middle	X	✓	X	✓	✓	✓	X	X	✓	✓	

13. Exits:
Outside, no. 10 Open out X In — Slide ✓ Obstruct. any exit X

14. Firescape rqd: ✓ No. 1 Well ✓ Str. — Lad. — Other — Exit, kind —
fireproof stairway inside, brick walls but not metal tread.

Obst. X Firewall ✓ Door ✓ Spklr ✓ Extg ✓ Bkt — Hose — Other —

15. Elevators:
Passenger
No. X Guard — Oprt. — Empl.rstrct —
Freight
No. 1 Guard ✓ Optr. ✓ Empl.rstrct never use.

Workrooms. No. 10 sections

	16. Floors				17. Aisles			18. Walls				19. Ceilings				
	Loc.	Mat.	Repr	Cl	Other	Loc.	Obst.	Nar.	Loc.	Rpr.	Cl.	Lt.	Loc.	Rpr.	Cl.	Lt.	Low
Basement.		Cem.	✓	✓	—		×	✓		✓	✓	×		✓	✓	×	✓ beams
2d floor sections: Fill+Cap		wood	✓	×	wet		×	✓		✓	✓	✓		✓	✓	×	✓ beams machines power beams.
Label bottles		wood	✓	×	hdw. sticky		×	✓		✓	✓	✓		✓	✓	×	✓
Label small cans		"	✓	×	"		×	×		✓	✓	✓		✓	✓	×	✓ "
Wash bottles		"	✓	✓	wet-stream fr. mach to drain.		×	✓		✓	✓	✓		✓	✓	×	✓ "

20. Light, nat. adqt. × Inadqte, where Every where El. lights on for every group of workers - Windows opaque ×
Clean Some very dirty - others fairly clean. Modern × Curtain, loc ×
Window screens out of repair.

21. Clngd. by girls × Men × Jant. ✓ Janitress × Other Scrubman - daily work hrs. No. resp. ×
(Claims usually 2 men on each floor mop daily 5:30 - 6:30 - neglected now on account of rush of orders.

	22. Windows.					23. Work bench.					24. Art. lt. Kind.					
Loc.	1 s	2 s	3 a	4 a	Sk. l	Fc.	Sd.	Bk	Ab	Misc	Adj.	Ind.	Tab group	Ceil	Shades Kind Ind.	Shades Adq
Basement		2 dirty windows for work place						✓			×	×	×	✓	×	✓
Fill+Cap.		/	(corner)				✓				×	×	×	✓	×	✓
Label bot.			✓	(corner) closed and dirty				✓			×	×	×	✓	×	✓
Label small cans		✓	(2 dirty					✓			×	×	×	✓	×	✓
Wash bottles		✓						✓			×	×	×	✓	×	✓

25. Glare, loc. No. ?

26. Reflection No.

27. Heating system Steam - adqte

28. Ventilation:
Exhaust system serves basement and 2d floor washing machines
Small paddle fans, 2d + 3d floors.
App. o.k. ✓ Art. ✓ Kind Large paddle fan Loc. 2d floor, Fill + cap. corner.

29. Special prob.
Heat × Cold × Dust × Lint × Humid × Fumes ×
Other Steam + heat - hoods + vent. pipes = very adqte -

30. Strain:
10, 20, 28 lb. stones, 30 lb pails
Do not lift.
Eye × Post ✓ Lift × Press × Reach × Speed × ~~Other~~ 3 Bendovers to
3 seal stones jars of jam in basement

31. Hazard:
Occupation Wash bottles - 2 or 3 belts + pulleys. Workroom 2d floor.

Much overhead machinery in all these rooms -
Altogether too low on this account - May have been 10 ft high -

Workrooms. No._____

	16. Floors					17. Aisles			18. Walls				19. Ceilings				
	Loc.	Mat.	Repr	Cl	Other	Loc.	Obst.	Nar.	Loc.	Rpr.	Cl.	Lt.	Loc.	Rpr.	Cl.	Lt.	Low
3d. Cap ~~Fill~~ jelly tumblers		wood	✓	×	sticky		×	✓		✓	✓	✓		✓	✓	×	✓ beams
Fill preserve tumblers		"	✓	×	"		×	✓		✓	✓	✓		✓	✓	×	✓ "
Fill jelly		"	✓	×	"		×	✓		✓	✓	✓		✓	✓	×	✓ "
4th. Reclaiming		"	✓	✓	—		×	×		✓	✓	✓		✓	✓	×	no mach. ✓ "
5th apple peeling mach.		"	✓	×	scraps wet		×	✓		✓	✓	✓		✓	✓	×	✓ "

20. Light, nat. adqt. Fill jelly Inadqte, where_____ Windows opaque ×
Clean × Modern × Curtain, loc ×

21. Clngd. by girls____ Men____ Jant.____ Janitress____ Other____ No. resp.____
See other sheet no. 3.

	22. Windows.						23. Work bench.					24. Art. lt. kind.					
	Loc.	1 s	2 s	3 a	4 a	Sk. l	Fc.	Sd.	Bk	Ab	Misc	Adj.	Ind.	Tab group	Ceil	Shades Kind Ind.	Shades Adq
3d. Cap ~~Fill~~ jelly		✓					✓					×	×	×	✓	×	✓
Fill preserves also stir & skim.		✓						✓				×	×	×	✓	×	✓
Fill jelly		✓					✓					×	×	×	✓	×	✓
4th. Reclaiming		✓					✓					×	×	×	✓	×	✓
5th apple peeling		✓							✓			×	×	×	✓	×	✓

25. Glare, loc._____

26. Reflection_____

27. Heating system_____

28. Ventilation:
App. o.k.____ Art.____ Kind____ Loc.____

29. Special prob.
Heat____ Cold____ Dust____ Lint____ Humid____ Fumes____
Other____

30. Strain: 2 Bend over in stir and skim - low copper troughs "hermetic sealer" 1 Col. woman.
Eye × Post____ Lift × Press × Reach × Speed × Other treadle for jelly cap-mach.
24 tumblers to a crate, 50 to a form, 16 forms Total 19,200 in a day.

31. Hazard:
Occupation jelly cap + cover. 4 Col women Workroom 3d floor.
3 belts and pulleys very bad.

apple peeling = sloppy job. apples cut, then cored & peeled - pushed on cover by hand. Col. women sometimes do this.

See other Sheet No. 3.

Sanitation:

31. Drinking facilities, loc. on each floor Conv. ✓
Bblr. ✓ San ✓ Tank ___ Cooler ✓ Faucet ✓ Other —
Cup, common ✓ Individ — Kind —
Inverted faucet for a barrel cooler. wood drain trough for faucet
32. Washing facilities: ✓ If none, where wash tin cans in trough = common.

No.	Kind	Conv.	Cln.	Repr.	Hot w.	Soap: fur	Towels: Fur.	Ind	Pap	Com.	Often
3 White 2d fl.	white bowls	✓	✓	✓	✓	×	✓			roller ✓	daily
1 Col. 4th fl.	white bowl	×	✓	✓	✓	×	✓			✓	"
	(Colored women = on 3d floor, 5th floor, & basement)										

33. Toilets: Kind Seats Sep ✓ If none, arngmt —
Flush, hnd ✓ Auto. seat × Repr ✓ Plb. cl × Paper ✓ Instrt —

No. T. R.	No. seats	Fl	Loc	Conv.	Scrn	Deg	Sngl St rm	Row in rm	Room ceil	Seat encl	Nat vnt o.k	Vnt oth rm.	Art vnt o.k	Lgt nat o.k	Lgt art o.k	Cl
White, 2d fl. hall	1	×		✓	hall	✓	✓	×	✓	×	✓	×	—	✓	✓	✓
" on " " stairway landing	1	✓		✓	"	✓	✓	×	✓	✓	0	*	✓	0	✓	✓
Col. 4th hall	2	✓		✓	hall	✓	×	✓	✓	×	✓	×	—	✓	✓	✓
				X Basement												air chute

* Into other toilet on floor level via chute

Total no. seats 4 No. wmn. per seat W. 12 — Col 8 —
Clng. by girls × Men × Jant. ✓ Janitress — Other — No resp ×
Swept reg. ✓ Freq ___ Wrk. hrs ✓ Scrub reg ___ Freq ✓ Wrk. hrs nights.

Service and Welfare.

34. Lunchroom, combined with ___ Prov. ___ Kind ___
Loc ___ Equip o.k. ___ Cln ___ Lt. nat ___ Art ___ Vent. o.k. ___
Prov. hot food, drnk only ___ Cooking convncs ___ Supr ___ If None ___

35. Restroom, cmbd. with ___ Prov. ___ Loc ___ Equip. o.k. ___
Cln. ___ Lgt. nat. ___ Art ___ Vent o.k. ___ Supr ___ If none ___

36. Cloakroom, combined with toilet + wash. Prov. ✓ ✓ Loc 2d fl. 4th fl. col. Conv ✓ Lkr 14 wh 17 col.
Shlv. × Hngr × Wl. hk × Seats 2 benches Cln ✓ ✓ Lgt. nat ✓ ✓ Art ✓ ✓
Vent. o.k. ✓ ✓ Supr forelady If none, — lkr ___ shlv ___ hngr ___ Wl. hk ___

37. Health Service:
Hosp. × Chg. of × Dr. reg × On call × 1st aid cabinet
Chg. of foremen Med. exam. × Health rec. × Acc. Rec. nothing serious to record.
Comp. forelady Kind acc. w. cuts from broken bottles —

38. Other welfare: —

39. Occupations	Seats			Foot rest		Uniform							
	Kind	Adj.	No o.k.	Kind	Need	Needed Safe	Needed San	Req. by Co	Furn. by Co	Kept by Co	Kept by Girl	Kind	Misc by girls
Sit all	St.	X	✓				✓						✓
except													
Cap cans -				platform					✓			gloves	✓
Stand ~~wash bottles~~			X	platform			✓					ap.	
label cans -			X				✓						
Casing cans			X										
Fill bottles			X						✓			ap.	
~~sit or st.~~													
Even up bottles			X						✓			ap.	
Lay on caps - twiddlers			X				✓					ap.	✓
Cooking helpers			X						✓			ap.	
Stir + skim			X						✓			ap.	

Aprons furnished by the girls

Aprons + caps furnished by the girls

Aprons + caps furnished by the girls

Aprons + caps furnished by the girls

Aprons + caps furnished by the girls

Aprons + caps furnished by the girls

Aprons furnished by the girls

Aprons furnished by the girls

Aprons

Goodwin Preserve Co.
FACTORY SCHEDULE, Sheet 6
Louisville, Ky.

40. Occupations:

Occupations	Total no. empls. Total	W	M	Chn	Women Piece W	Piece C	Time W	Time C	T & P W	T & P C	Men Piece W	Piece C	Time W	Time C	T & P W	T & P C
Total	151	42	109		2	2	23	15			–	–	42	67		
Office	7	4	3				4									
Supervision (Foreladies)	2	1	1				1									
Sales. (Display Room)	11	1	10				1									
Operating (Firemen & Eng.)	4	–	4											1		
Maintenance	7		7											3		
Stock	5		5													
Shipping	9		9											5		
Packing.	32															
Washing bottles		2				2										
Fill pails & stocks & cap.		3	1					3						1		
Fill bottles, cans & cap.		3		(machs)			3									
Label cans (hand)		1					1									
Label bottles (machs)		2	1		2											
Wipe & shine bottles		4					4									
Straighten labels		4					4									
Casing		4	5				4									
Nailers			(2)													
Print labels			1													
Stamping (machs)		1					1									
Other packing	7															
Fill jelly (machs)			1											1		
Fill bottles (hand)			1	(bucket)										1		
Even up "		1		(apron)				1								
Lay on caps & papers		2						2								
Cap jelly (mach)		1						1								
Test & weigh		1						1								
Manufacturing	66															
Peeling apples (machs)			15											15		
Cooking			5											5		
" Helpers		3	39					3						35		
Stir & skim		4						4								
Laboratory																
Chemist	1		1													

Seven outside colored laborers not included here

pickles

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U. S. Department of Labor
WOMEN'S BUREAU
Washington

FACTORY SCHEDULE, Sheet 1

1. Name of factory Hirsch Bros & Co Address Louisville Ky
Person interviewed Mr Hines
2. Product Pickles etc Position Supt

3. No. employed:

	W.	C.
Men	250	5
Women	130	5
Total	380	10

Day

	W.	C.	Total
Boys	1	—	256
Girls	—	—	135
Total	1	—	391

Night

	W.	C.
Men		
Women		
Total		

	W.	C.	
Boys			
Girls			
Total			

4. Firms scheduled hours:

Daily: Begin 7 End 5:30 Lunch period 1/2 Rest period — Total 10

Saturday " 7 — 1. (8 mos) 7 — 4 (4 mos) " — " 1/2 " " — " 6 (8 mos) 8 1/2 (4 mos)

Shifts " — " — " " — " " — " —

Regular weekly number of days 5 1/2 (8 mos) 6 (4 mos) Total weekly hours 56 (8 mos) 58 1/2 (4 mos)

Shifts weekly number of periods _____ Total shifts weekly hours _____

Daily: Begin _____ End _____ Lunch period _____ Rest period _____ Total _____

Saturday " _____ " _____ " " _____ " " _____ " _____

Shifts " _____ " _____ " " _____ " " _____ " _____

Regular weekly number of days _____ Total weekly hours _____

Shifts weekly number of periods _____ Total shifts weekly hours _____

5. Overtime or undertime Pro rata Seldom over 6 hrs.
Occasionally closed on Sat. in Jan & Feb -

6. Seasonal Sept to Jan - busiest - steady all year usually -

7. Employment Policy:
Employment manager x Or centralized method Supt asks Foremen x
Records kept Personnel file - "Birthday Book" free lunch on anniversary
Labor turnover No figures -

8. Subcontract shop x Home work given out x

Date Oct 11, 12 1921 Agent M. R. L.

Hirsch Bros.

Hirsch Bros & Co. ✓

FACTORY SCHEDULE, Sheet 2

9. Buildings:
No. 1 Mat. Brick Entire ✓ Part ✗
Const. - New 1590 - Old — Rmld — Fair — Unsafe — Other

10. Arrangement:

	Mfg. or mech. sales, packing and shipping depts.	Off.	Lunch	Rest	1st. aid	Toilet	Dress	Wash
B.	Stock room - Cooper Shop.							
1.	Pickle Room - Shipping. Slicing Sorting Processing					✓		
2.	Printing labels - washing bottles - Bottling	✓	✓	✓	✓	✓	✓	✓
3.	Canning - Storage							✓
4.	Cooking - Box shop.					✓		
5.								
6.								

11. Halls:
Indirect ✗ Cl. ✓ Nat.lt.o.k. ✓ Art.prov. ✓ Other

12. Stairway:

No.	Location	Open	Encl wall	Wind-ing	Nat.lt. adqt.	Art.lt. prov.	Hnd.rl o.k.	Nar	Stp	Cl	Rpr o.k.	Other
1	Middle front	✓	✗	✓	✓	✓	✓	✗	✗	✓	✓	
1	Middle side		✓	✓	✓	✓	✓	✗	✗	✓	✓	

13. Exits: doors in shipping dept every 12 feet -
Outside, no. 25 Open out — In — Slide ✓ Obstruct.any exit ✗

14. Firescape rqd: ✓ No. 3 Well ✗ Str. ✗ Lad. ✓ Other — Exit, kind window

Obst. ✗ Firewall brick Door ✓ Spklr ✓ Extg ✓ Bkt ✗ Hose ✓ Other —

15. Elevators:
Passenger
No. 0 ✗ Guard — Oprt. — Empl.rstrct —
Freight
No. 1 Guard ✓ Optr. ✗ Empl.rstrct No service.

Hirsch Bros & Co

FACTORY SCHEDULE, Sheet 3

Workrooms. No. 7

	16. Floors				17. Aisles			18. Walls				19. Ceilings				
	Loc.	Mat.	Repr	Cl	Other	Loc.	Obst.	Nar.	Loc.	Rpr.	Cl.	Lt.	Loc.	Rpr.	Cl.	Lt.	Low
1	Store	wood	✓	✓			×	×		✓	✓	✓		✓	✓	✓	×
1	Sorting	Cem	✓	✓	wet*		×	×		✓	✓	✓		✓	✓	✓	×
1	Slicing	Cem	✓	✓	wet*		×	×		✓	✓	✓		✓	✓	✓	×
2	Printing	wood	✓	✓			×	×		✓	✓	✓		✓	✓	✓	×
2	Washing	Cem	✓	✓	wet		×	✓		✓	✓	✓		✓	×	×	×
2	Bottling	wood + Cem	✓	✓	—		×	×		✓	✓	✓		✓	×	×	×
			✓	✓	wet												
3	Canning		✓	×	scraps		×	×		✓	✓	✓		✓	×	×	×

*aisles wet from mopping - dry under tables.

20. Light, nat. adqt. ✓ Inadqte, where — Windows opaque ×
Clean ✓ Modern ✓ Curtain, loc South sides 2 porters green roller.

21. Clngd. by girls × Men × Jant. — Janitress — Other 1 maid No. resp. ×

22. Windows.						23. Work bench.					24. Art. lt. kind.					
Loc.	1 s	2 s	3 a	4 a	Sk. l	Fc.	Sd.	Bk	Ab	Misc	Adj.	Ind.	Tab group	Ceil	Shades Kind Ind.	Shades Adq
1. Store	✓						✓							✓		✓
1 Sorting		✓						✓						✓		✓
1. Slicing		✓			✓		✓							✓		✓
2 Printing		✓					✓				×	✓		✓		✓
2 Washing	✓				✓		✓							✓		✓
2 Bottling			✓				✓							✓		✓
3 Canning			✓				✓							✓		✓

25. Glare, loc. No

26. Reflection No

27. Heating system Steam - adq -

28. Ventilation:
App. o.k. ✓ Art. ✓ Kind Exhaust fan - Loc. Brine tubs - fumes - Washing machines - steam

29. Special prob.
Heat × Cold × Dust × Lint × Humid ↑ Fumes ↑
Other

30. Strain:
Eye × Post × Lift × Press × Reach × Speed × Other Treadle on cap. machine - Sitting in chair. Feeds + removes 22-30 bottles a minute. 4 girls Shifts every hour -

31. Hazard:
Occupation × Workroom ×

Herzog Bros & Co.
FACTORY SCHEDULE, Sheet 4

Sanitation:

31. Drinking facilities, loc. 2 on each floor (8 in all) Conv. ✓
Bblr. ✓ San ✗ Tank — Cooler — Faucet — Other Cooled
Cup, common ✗ Individ — Kind —

32. Washing facilities: If none, where wash

No.	Kind	Conv.	Cln.	Repr.	Hot w.	Soap fur	Towels Fur.	Ind	Pap	Com.	Often
2d Hall. (outside rtg)	1 white sink	✓	✓	✓	✗	✓	✓			✓	daily.
2d — Dressing	2 " bowls		✓	✓	✗	✓	✓	✓	✓		—
3d. Toilet hall	1 " bowl	✓	✓	✓	✗	✗	✓	✓	✓	—	—
1st - Toilet	1 " "	✓	✓	✓	✗	✗	✓	✓	✓	✓	daily (both kinds)

Extra roller towel for 2 bronzers in Printing room.

33. Toilets: Kind Seats Sep ✓ If none, arngmt —
Flush, hnd ✓ Auto. seat ✗ Repr ✓ Plb. cl ✓ Paper ✓ Instrt ✗

No. T. R.	No. seats	Fl	Loc	Conv.	Scrn	Deg	Sngl St rm	Row in rm	Room ceil	Seat encl	Nat vnt o.k	Vnt oth rm.	Art vnt o.k	Lgt nat o.k	Lgt art o.k	Cl
(office 2) 1st 1	1	1	hall ~~room~~	✓	✓	✓	✓	✗	✓	✓	o	✗	✓	o	✓	woodwork very dirty will paint right away.
2d 1	2	2	hall	✓	✓	✓	✗	✓	✗	✓	✓	hall	—	✓	o	"
4th 1	2	4	hall	✓	✓	✓	✗	✓	✗	✓	✓	hall	—	✓	o	"

Total no. seats 5 No. wmn. per seat ~~137~~ 27
Clng. by girls ✗ Men ✗ Jant. ✗ Janitress ✗ Other 1 porter No resp ✗
Swept reg. ✓ Freq daily Wrk. hrs ✓ Scrub reg ✓ Freq Cary Day Wrk. hrs ✓

Service and Welfare.

34. Lunchroom, combined with ✗ Prov. ✓ Kind Tables, benches + counter
Loc 2d floor Equip o.k. ✓ Cln ✓ Lt. nat ✓ Art ✓ Vent. o.k. ✓
Prov. hot food, drnk ~~only~~ Cooking convncs ✗ Supr 2 cooks If None —
dinner served for 14 - 20 cents. 300 in 2 periods. 175 now in 1 period.

35. Restroom, cmbd. with ~~Drsrm~~ Prov. ✓ Loc 2d floor Equip. o.k. 1 cot
Cln. ✓ Lgt. nat. ✓ Art ✓ Vent o.k. ✓ Supr. ✗ key If none —

36. Cloakroom, combined with Rest Prov. ✓ Loc 2d fl. Conv ✓ Lkr ✗
Shlv. Individual Hngr ✗ Wl. hk — Seats benches Cln ✓ Lgt. nat ✓ Art ✓
Vent. o.k. ✓ Supr maid If none, — lkr — shlv — hngr — Wl. hk —
open box shelves.
1st floor girls have wall hooks in workroom.

37. Health Service:
Hosp. Sec lab. Chg. of Chemist Dr. reg ✗ On call ✓ 1st aid ✓
Chg. of — Med. exam. Vaccination Health rec. ✗ Acc. Rec. ✓
Comp. State Company. Kind acc. w. Finger cuts from hand knife
Birth certificate for every one under 21 required.

38. Other welfare: Welfare League - 10¢ a wk. sickness + death benefits
$500 Life Insurance on each employee. Increases annually - Some have $800.

Hirsch Bros & Co.

FACTORY SCHEDULE, Sheet 5

39. Occupations	Seats			Foot rest		Uniform							
	Kind	Adj.	No o.k.	Kind	Need	Needed Safe	Needed San	Req. by Co	Furn. by Co	Kept by Co	Kept by Girl	Kind	Misc by girls
Sit Bottling	St	x	60	bench		—	✓	✓	x	x	✓	cap.	✓
ale others	ch.	x		board		—	✓	?	x	x	✓	C+a	✓
cap-mach. op.	ch	x	2	"		—	✓	✓	✓	✓		*	
juice mach. op.	—	—	—	"		—	✓	✓	x	x	✓	a.	✓
Stand washers	—	—	—	"		—	✓	x	x	x	✓	a.	✓
olive bottlers	—	—	—	o	x	—	✓	x	x	x	✓	a	✓
stemmer	—	—	—	o	x	—	✓	x	x	x	✓	a	✓
caser	—	—	—	o	x	—	✓	x	x	x	✓	a	✓
Sit or st.													
Inspectors	St	x	2	o	x	—	✓	x	x	x	✓	a	✓
Sample girls	"	x	2	o	x	—	✓	x	x	x	✓	a	✓

* leather apron on account of sloppy work.

Hirsch Bros & Co.

FACTORY SCHEDULE, Sheet 6

40. Occupations:

Occupations	Total no. empls. Total	W	M	Chn	Women Piece W	Piece C	Time W	Time C	T & P W	T & P C	Men Piece W	Piece C	Time W	Time C	T & P W	T & P C
Totals.	393	139	253	1			132	5					250	5		
Office.	26	12	13	1												
Supervision	9		9													
Operating.	4		4													
Maintenance	11	1	10					1						1		
office maid		(1)														
Sales																
(sample) Store clerks	2	2														
Clerical	11	2	9													
others	90		90													
Stock	9	2	7													
clerical		(2)														
Shipping	46	–	46											4		
Packing.																
Bottling	55	46	9													
Manufacturing																
(1) Pickles	(95)	(62)	(33)													
Preparing	29	25	4													
Slicing	32	32														
Sorting	5	5														
Priming etc	25	–	25													
Cooking	4	–	4													
(2) Vinegar	4	–	4													
(3) Mince Meat	3	–	3													
Employees' Lunchroom cooks	2	2														
Container Mfg.	(25)	(8)	(17)													
washroom	3	3						3								
Printing	5	5	(1)					1								
Box shop	1	–	1													
Cooper "	16	–	16													
Laboratory	1	–	1													

12-7-3

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U. S. Department of Labor
WOMEN'S BUREAU
Washington

0124

1 2 Style

FACTORY SCHEDULE, Sheet 1

1. Name of factory Ballard & Ballard Address 912 E. Broadway
Person interviewed Mrs Miller Mr Hay
2. Product Flour Mills Position " Treasurer

3. No. employed:

(1)

	Day W.	Day C.		Day W.	Day C.	Day Total
Men	109	22*	Boys			131
Women	40	1	Girls			41
Total	149	23	Total			172

also see next sheet

(2)

	Night W.	Night C.		Night W.	Night C.	Night Total
Men	23		Boys			262
Women	4		Girls			
Total	27		Total			

90

27
32
31
90

4. Firms scheduled hours: mill — see second sheet for boxfactory

(1) Daily: Begin 7 End 3:00 Lunch period 30 Rest period 0 Total 7½

Saturday " 7 " 3:00 " " 30 " " 0 " 7½

3 Shifts " " " " " " " " " "

Regular weekly number of days 6 Total weekly hours 43

Shifts weekly number of periods Total shifts weekly hours

(2) Daily: Begin 3 End 11 Lunch period 30 Rest period 30 Total 7½

Saturday " " " " " " " " " " etc.

(3) Shifts " " " " " " " " " "

(2) (3) similar

Regular weekly number of days Total weekly hours

Shifts weekly number of periods Total shifts weekly hours

5. Overtime or undertime undertime nearly all year. Overtime for last few weeks

6. Seasonal Not Seasonal

7. Employment Policy:
Employment manager X Or centralized method X Foremen ✓
Records kept ✓
Labor turnover high in every dept

8. Subcontract shop X Home work given out X

Date 10 22 21 Agent Knowles

* 22 in plant for no shifts not ascertainable

135

U. S. Department of Labor
WOMEN'S BUREAU
Washington

FACTORY SCHEDULE, Sheet 1

2,

1. Name of factory _____ Address _____
Person interviewed _____

2. Product _____ Position _____

3. No. employed:

Day

	W.	C.		W.	C.	Total
(4) Men			Boys			
Women	32		Girls			
Total			Total			

Night

	W.	C.		W.	C.
(3) Men			Boys		
Women	4		Girls		
Total	31		Total		

4. Firms scheduled hours: Carton + bag sewing depts

Daily: Begin 7 End 430 Lunch period 30 Rest period 20+20 Total 8 + 20 min

Saturday " 7 " 430 " " " " " " 8 hrs 20 min

Shifts " " " " " " " " " "

Regular weekly number of days 6 Total weekly hours 50

Shifts weekly number of periods _____ Total shifts weekly hours _____

PR dept paid for 5 hrs on Sat so will be called a 5½ wk

Daily: Begin 11p End 7a ~~Lunch period~~ 30 Rest period 0 Total 7½

(3) Night Sup

Saturday " 11p " 7a " " 30 " " 0 " 7½

Shifts " " " " " " " " " "

Regular weekly number of days 6 Total weekly hours 45

Shifts weekly number of periods 1 Total shifts weekly hours _____

lunch period is paid time called a 45 hr week

5. Overtime or undertime _____

6. Seasonal _____

7. Employment Policy:
Employment manager _____ Or centralized method _____ Foremen _____
Records kept _____
Labor turnover _____

8. Subcontract shop _____ Home work given out _____

Date _____ Agent _____

EMP. 1

DEPARTMENT OF LABOR
U. S. EMPLOYMENT SERVICE

IN ANSWERING REFER TO
No.

Hours for Carton and Bag sewing dept

		Lunch	Rest		
	7 - 4:30	30	20 & 20	=	8.20
Sat.	"	"	"		"

6 days = ~~51~~ 50

but note information on schedule cards are marked 50 hours.

3 late payroll cards regular hours. marked .48 are all in packing dept. no mention (in schedule) of 48 hours a week

Please note blue question on factor schedule - merged Box.

Thank you

Sincerely

G. Mack.

ad + Ballard.
Bkkeeping dept. separate from factory.

Mike

You will note { 3p - 11a
11p - 7a
7a - 3p } are 8 hr 3 shifts -

& 6 day wk - Factory schedule as posted allows $\frac{1}{2}$ hr out for lunch. But Bkkp dept pays for full time as shown on yellow cards of 8 hr wk. Therefore discrepancy 45 scheduled hrs & 48 payroll - is O.K.

Bkkp - dept regards plant 9 hr day & 5 hr. Sat & pays according by - regardless of rest periods that are paid for = 50 hr. week.

Carton factory

Schedule posted 6 days at 9 hrs but wkly total 50 - allowing freedom in fixing actual hours of work - Rest period appears on schedule 2 (20 min) but these

ods are paid for

The girls are in the plant from 7 to 4 30 - with ½ hr lunch & 2 rest periods - I think this makes total mthly O.K.

Hereafter if there is need to return schedules - will you please send yellow cards enough so we can have a representative case - it will save telephoning times & then searches at this end.

Sorry these cards are distressing the statistical dept -

Nancy

Ballard & Ballard

FACTORY SCHEDULE, Sheet 2

9. Buildings:
No. 2 Mat. 1 frame, 1 brick Entire ✓ Part ——
Const. - New ✓ (bagfactory) Old ✗ Rmld mill Fair ✓ Unsafe ✗ Other ——

10. Arrangement:

	Mfg. or mech. sales, packing and shipping depts.	Off.	Lunch	Rest	1st. aid	Toilet	Dress	Wash
B.	I mill							
1.	Packing							
2.	Castor packing					✓		✓
3.								
4.	II bag dept							
5.	mfg		✗	✓	✓	✓	✓	✓
6.								

11. Halls:
Indirect ✗ Cl. ✓ Nat.lt.o.k. ✓ Art.prov. ✓ Other ——

12. Stairway:

No.	Location	Open	Encl wall	Wind-ing	Nat.lt. adqt.	Art.lt. prov.	Hnd.rl o.k.	Nar	Stp	Cl	Rpr o.k.	Other
1	1st & 2d mill	✗	✓	✗	✓	✓	✓	✗	✗	✓	✓	

13. Exits:
Outside, no. 2 Open out ✗ In ✓ Slide ✗ Obstruct.any exit ✗

14. Firescape rqd: ✓ No. 3 Well ✓ Str. ✗ Lad. 2 Other ✗ Exit, kind ✗

Obst. ✗ Firewall ✓ Door ✓ Spklr ✗ Extg ✓ Bkt ✓ Hose ✗ Other ✗

15. Elevators:
Passenger
No. ✗ Guard —— ~~Oprt.~~ —— ~~Empl.rstrct~~ ——
Freight
No. ✗ Guard —— Optr. —— Empl.rstrct ——

Workrooms. No. 4

16. Floors					17. Aisles			18. Walls				19. Ceilings				
Loc.	Mat.	Repr	Cl	Other	Loc.	Obst.	Nar.	Loc.	Rpr.	Cl.	Lt.	Loc.	Rpr.	Cl.	Lt.	Low
mill 1st 2 flr	wood	✓	✓	slippery	carts 22	✗	✓	4 2	✓	✓	✓	same	✓	✓	✓	✗
bag factory	wood	✓	✓	—	same	✗	✗	same	✓	✓	✓	same	✓	✓	✓	✗

20. Light, nat.adqt. ✗ Inadqte, where back Windows opaque ✓
Clean ✓ Modern ✓ Curtain, loc ✗

21. Clngd. by girls ✗ Men ✗ Jant. ✓ Janitress ✗ Other ✗ No.resp. ✓

22. Windows.						23. Work bench.					24. Art. lt. kind.				
Loc.	1 s	2 s	3 a	4 a	Sk. l	Fc.	Sd.	Bk	Ab	Misc	Adj.	Ind.	Tab group	Ceil	Shades Kind Ind.	Shades Adq
Sew	—	—	✓	—	—	—	—	✓	—	—	—	—	—	✓	—	✓
mill	✓	—	—	—	—	✓	✓	—	—	—	—	—	—	✓	—	✓
"	—	✓	—	—	—	—	✓	✓	—	—	—	—	—	✓	—	✓

25. Glare, loc. particularly in afternoon in packing room w/o windows

26. Reflection none

27. Heating system steam

28. Ventilation:
App. o.k. ✓ Art. ✗ Kind — Loc. —

29. Special prob.
Heat ✗ Cold ✗ Dust flour packing room Lint ✗ Humid ✗ Fumes ✗
Other none

30. Strain:
Eye ✗ Post ✗ Lift weighs 6, 12, 24 + 48 lbs lifted at angles in boots Press ✗ Reach ✗ Speed ✗ Other ✗

31. Hazard:
Occupation ✗ Workroom carton packing & hand belts

FACTORY SCHEDULE, Sheet 4

Sanitation:

31. Drinking facilities, loc. 2d fl mill wkroom bag Conv. X mill ✓ sewing
Bblr. X San ✓ Tank X Cooler ✓ Faucet ✓ Other ✓
Cup, common ✓ Individ ✓ Kind paper ✓

32. Washing facilities: * If none, where wash

No.	Kind	Conv.	Cln.	Repr.	Hot w.	Soap fur	Towels Fur.	Ind	Pap	Com.	Often
6	enamel bowls	✓	✓	✓	✓	✓	—		✓	—	when needed

* 2 showers — 1 in each of two T.R.

33. Toilets: Kind usual Sep ✓ If none, arngmt
Flush, hnd ✓ Auto. seat Repr ✓ Plb. cl ✓ Paper ✓ Instrt —

No. T.R.	No. seats	Fl	Loc	Conv.	Scrn	Deg	Sngl Strm	Row in rm	Room ceil	Seat encl	Nat vnt	Vnt oth	Art vnt	Lgt nat	Lgt art	Cl
3	6	2	vg mill sewing	✓	X	✓	X	✓	✓	✓	✓	X	X	✓	✓	✓

Total no. seats 6 No. wmn. per seat 7
Clng. by girls X Men X Jant. ✓ Janitress X Other X No resp
Swept reg. ✓ Freq da Wrk. hrs X Scrub reg ✓ Freq da Wrk. hrs X

Service and Welfare.

34. Lunchroom, combined with X Prov. ✓ Kind cafeteria - combined work
Loc sewing bldg Equip o.k. ✓ Cln ✓ Lt. nat ✓ Art ✓ Vent. o.k. ✓
Prov. hot food, drnk only ✓ Cooking convncs X Supr ✓ If None

35. Restroom, cmbd. with toilet Prov. ✓ Loc toilet Equip. o.k. ✓
Cln. ✓ Lgt. nat. ✓ Art ✓ Vent o.k. ✓ Supr X If none —

36. Cloakroom, combined with toilet Prov. ✓ Loc vg sewing Conv ✓ Lkr ✓
Shlv. ✓ Hngr ✓ Wl. hk X Seats ✓ Cln ✓ Lgt. nat ✓ Art ✓
Vent. o.k. ✓ Supr X If none, ~~lkr~~ ~~shlv~~ ~~hngr~~ Wl. hk

37. Health Service:
Hosp. X Chg. of X Dr. reg X On call ✓ 1st aid ✓
Chg. of sewing ✓ Med. exam. X Health rec. X Acc. Rec. ~~sewing~~ sewing room. Not low
Comp. state fund Kind acc. w. workmen's compensation available

38. Other welfare: Formerly 2 clubs - discontinued on acct of shifts.
Annual picnic on day holiday.

39. Occupations	Seats			Foot rest		Uniform						
	Kind	Adj.	No o.k.	Kind	Need	Needed Safe	San	Req. by Co	Furn. by Co	Kept by Co	Girl	Kind	Misc by girls
Sit Work the	ch	X	✓	X	X	✓	✓	✓	✓	X	✓	ap	X
carton filler	"	"	"	"	"								
Stand press of	ch	X	✓	X	X	✓	✓	✓	✓	X	✓	"	X
part *	ch	X	✓	X	X	✓	✓	✓	✓	X	✓	"	X
carton part	ch	X	✓	X	X	✓	✓	✓	✓	X	✓	"	X
tamper	ch	X	✓	X	X	✓	✓	✓	✓	X	✓	"	X
Sit or st.													

* These women operated U Specials which sewed up filled flour bags after they were weighed

40. Occupations:

Occupations	Total no. empls.				Women						Men					
	Total	W	M	Chn	Piece		Time		T & P		Piece		Time		T & P	
					W	C	W	C	W	C	W	C	W	C	W	C
packers			45				4									
foremen			11													
carloaders			10													
city pack			3				2									
" " com			3													
selfrunning mixer			6													
" helper			3													
millers			7													
" helper			12													
millwrights			12													
padpack			6													
loaders			5													
engineers			17													
chauffeurs transfer			10													
wh. house clerks			6													
janitors			3													
mop ✓ Sewerage							6									
inspectors ✓							3									
cashier ✓							1									
secretary ✓							1	1								
testers							9									
foreman ✓							3									
n. b. pill ✓							4									
carton packers ✓							6									
st. [illegible]																
checkers ✓			2													
foreman			1				1									
			161				41									

Kentucky

Metal Products

5 Schedules

87 12-9-1

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U. S. Department of Labor
WOMEN'S BUREAU
Washington

FACTORY SCHEDULE, Sheet 1

1. Name of factory Standard Sanitary Mfg Co Address Louisville, Ky.
Person interviewed Mr. Miller
2. Product Iron & Brass plumbing fixtures Position Manager
Mr. Jordan - Payroll.

3. No. employed:

	W.	C.		W.	C.	Total
Day						
Men	1334	241	Boys			1575
Women	139	—	Girls			139
Total	1473	241	Total			1714
Night						
Men			Boys			
Women			Girls			
Total			Total			

No night work for women - None for men since March 1921

4. Firms scheduled hours:

36 hrs or 4 days a week - is official time since March 1

Daily: Begin 7 End 4.45 Lunch period 45 min Rest period — Total 9

Saturday " 7 " 12, 2, 4.45" " ? 45 min " " " 5, 6¼, 9 N.R.

Shifts " " " " " " " " " "

Regular weekly number of days 5½ or 6 N.R. Total weekly hours 50, 51¼, 54 N.R.
irregular Saturdays at all times of year

Shifts weekly number of periods Total shifts weekly hours

Daily: Begin End Lunch period Rest period Total

Saturday " " " " " " " " "

Shifts " " " " " " " " "

Regular weekly number of days Total weekly hours

Shifts weekly number of periods Total shifts weekly hours

5. Overtime or undertime Overtime for machinists and repair gang. After 5 P.M., "Time & a half", but not Sat. Sunday & Holidays", double time.
Undertime brass dept. since April. Other depts as usual.

6. Seasonal Steady for mfg. Surplus put in warehouses
Busiest slip month in spring.

7. Employment Policy:
Employment manager ✓ Or centralized method Foremen
Records kept ✓
Labor turnover No figures

8. Subcontract shop x Home work given out x

Date Oct 20-22, 1921 Agent M. R. S.

5 acres - 12 Bldgs { Main bldg - brass dep't 1, Brass foundry 1, Iron Foundry 2, Enamel Shop 1, Sand blast shop 1, Pottery 1 }

Box Shop 1
Power House 1
Warehouses 3

12-9-1

FACTORY SCHEDULE, Sheet 2

9. Buildings: Main
No. — Mat. brick Entire ✓ Part —
Const. - New ✗ Old ✗ Rmld ✗ Fair ✓ Unsafe — Other —

10. Arrangement:

	Mfg. or mech. sales, packing and shipping depts.	Off.	Lunch	Rest	1st. aid	Toilet	Dress	Wash
B.	Finishing							
1.	Toolroom, polishing, nickel plating	✓	cafeteria ✓					
2.	Assembling. Stockrooms							
3.	Packing-							
4.	Packing		✓	✓		✓	✓	✓
5.								
6.								

11. Halls:
Indirect ✗ Cl. ✓ Nat.lt.o.k. ✓ Art.prov. ✓ Other —

12. Stairway:

No.	Location	Open	Encl wall	Winding	Nat.lt. adqt.	Art.lt. prov.	Hnd.rl o.k.	Nar	Stp	Cl	Rpr o.k.	Other
1	Middle	✗	✓	✓	✓	✓	✓	wide ✗	✗	✓	✓	—
1	End	✗	✓	✓	✓	✓	✓	✗	✗	✓	✓	—

13. Exits:
Outside, no. 6 or 8 Open out ✗ In ✓ Slide ? 4 Obstruct.any exit ✗

14. Firescape rqd: ✓ No. 2 Well ✗ Str. ✗ Lad. ✓ Other — Exit, kind window

Obst. ✗ Firewall ✓ Door ✓ Spklr ✓ Extg ✓ Bkt — Hose ✓ Other —

15. Elevators:
Passenger
No. ✗ Guard — Oprt. — Empl.rstrct —
Freight
No. 2 Guard ✓ Optr. ✓ Empl.rstrct do not use.

12-9-1

FACTORY SCHEDULE, Sheet 2

9. Buildings: Brass Foundry annex

No. — Mat. Brick Entire ✓ Part —

Const. - New ✓ Old ✗ Rmld ✗ Fair ✗ Unsafe ✗ Other —

10. Arrangement:

	Mfg. or mech. sales, packing and shipping depts.	Off.	Lunch	Rest	1st. aid	Toilet	Dress	Wash
B.	✗	✗						
1.	Core making - furnace room							
2.	Welfare rooms.		✓			✓	✓	✓
3.								
4.								
5.								
6.								

11. Halls:

Indirect ✗ Cl. ✓ Nat.lt.o.k. ✓ Art.prov. ✓ Other —

12. Stairway:

No.	Location	Open	Encl wall	Wind-ing	Nat.lt. adqt.	Art.lt. prov.	Hnd.rl o.k.	Nar	Stp	Cl	Rpr o.k.	Other
	Middle	✓	✗	✗	✓	not needed ✗	✓	✗	✗	✓	✓	—

13. Exits:

Outside, no. 2 Open out ✗ In ✓ Slide — Obstruct.any exit ✗

14. Firescape rqd: ✗ No. ____ Well ____ Str. ____ Lad. ____ Other ____ Exit, kind ____

Obst. ✗ Firewall ✓ Door ✓ Spklr ✓ Extg ✓ Bkt ✗ Hose ✓ Other —

15. Elevators:

Passenger

No. ✗ Guard ____ Oprt. ____ Empl.rstrct ____

Freight

No. ✗ Guard ____ Optr. ____ Empl.rstrct ____

12-9-1

FACTORY SCHEDULE, Sheet 2

9. Buildings: Pottery
No. — Mat. Brick Entire ✓ Part —
Const. - New ✓ Old ____ Rmld ____ Fair ____ Unsafe ____ Other ____
not quite completed - - very fine.

10. Arrangement:

	Mfg. or mech. sales, packing and shipping depts.	Off.	Lunch	Rest	1st. aid	Toilet	Dress	Wash
B.	X furnace & boiler rooms.							
1.	Kilns + china fittings + porcelain finishing	—	✓			✓	✓	
2.					See			
3.					No.			
4.					37.			
5.								
6.								

11. Halls: None
Indirect X Cl. X Nat.lt.o.k. X Art.prov. X Other X

12. Stairway:

No.	Location	Open	Encl wall	Wind-ing	Nat.lt. adqt.	Art.lt. prov.	Hnd.rl o.k.	Nar	Stp	Cl	Rpr o.k	Other
	None											

13. Exits:
Outside, no. 2 Open out ✓ In — Slide — Obstruct.any exit X

14. Firescape rqd: X No. ____ Well ____ Str. ____ Lad. ____ Other ____ Exit, kind ____
Obst. X Firewall one room Door — Spklr X Extg ✓ Bkt X Hose X Other X

15. Elevators:
Passenger
No. X Guard ____ Oprt. ____ Empl.rstrct ____
Freight
No. X Guard ____ Optr. ____ Empl.rstrct ____

12-9-1

Main building.

FACTORY SCHEDULE, Sheet 3

Workrooms. No. 3

	16. Floors				17. Aisles			18. Walls				19. Ceilings				
	Loc.	Mat.	Repr	Cl	Other	Loc.	Obst.	Nar.	Loc.	Rpr.	Cl.	Lt.	Loc.	Rpr.	Cl.	Lt.	Low
3d fl.	Plg¹	wood	✓	✓	—		×	×		✓	✓	✓		✓	✓	✓	×
	Plg²	"	✓	✓	—		×	×		✓	✓	✓		✓	✓	✓	×
4th fl.	Plg	"	✓	✓	—		×	×		✓	✓	✓		✓	✓	✓	×

20. Light, nat. adqt. ✓ Inadqte, where clerical workers. ~~H~~ the floor. Windows opaque ×
Clean ✓ Modern × Curtain, loc ×

21. Clngd. by girls × Men ✓ Jant. for offices Janitress × Other — No. resp. —
Frequency N.S.

	22. Windows.						23. Work bench.						24. Art. lt. kind.					
	Loc.	1 s	2 s	3 a	4 a	Sk. l	Fc.	Sd.	Bk	Ab	Misc		Adj.	Ind.	Tab group	Ceil	Shades Kind Ind.	Shades Adq
3d fl	plg¹		✓				✓						×	×	×	✓	O	×
	plg 2												(No shades: Do not need lights much - Do not move.					
4th fl	plg		✓				✓	✓					×	×	×	✓	×	✓

4-6 women

25. Glare, loc. no

26. Reflection no

27. Heating system Steam

28. Ventilation:
App. o.k. ✓ Art. ✓ Kind large paddle fans Loc. Plg² + 4th fl. Plg

29. Special prob.
Heat × Cold × Dust × Lint × Humid × Fumes ×
Other

30. Strain:
Eye × Post × Lift × Press × Reach × Speed × Other ×

31. Hazard:
Occupation × Workroom —

12-9-1

Workrooms. Brass foundry annex No. 2 with oven room between.

FACTORY SCHEDULE, Sheet 3

	16. Floors					17. Aisles			18. Walls				19. Ceilings				
	Loc.	Mat.	Repr	Cl	Other	Loc.	Obst.	Nar.	Loc.	Rpr.	Cl.	Lt.	Loc.	Rpr.	Cl.	Lt.	Low
5 oven room (revolving shelves)		Cem.	✓	✓	–		×	✓		✓	✓	✓		✓	✓	✓	×
Core room 1		wood	✓	✓	bdw		×	×		✓	✓	✓		✓	✓	✓	×
Core room 2		"	✓	✓	"		×	×		✓	✓	✓		✓	✓	✓	×

20. Light, nat. adqt. ✓ Inadqte, where × Windows opaque ×
Clean ✓ Modern × Curtain, loc green roller

21. Clngd. by girls × Men × Jant. × Janitress × Other Porter No. resp. ×
Frequency X.S.

22. Windows.						23. Work bench.					24. Art. lt. kind.					
Loc.	1 s	2 s	3 a	4 a	Sk. l	Fc.	Sd.	Bk	Ab	Misc	Adj.	Ind.	Tab group	Ceil	Shades Kind Ind.	Shades Adq
						1/2	1/4	1/4								
Ovens	✓				×		✓				×	×	×	✓	×	✓
Core 1		✓				✓	✓	✓			×	✓	×	✓	×	✓
Core 2		✓			Mon-itor	✓	✓	✓			×	✓	×	✓	×	✓

25. Glare, loc. None

26. Reflection None

27. Heating system Steam
oven room has 2 very large exhaust fans.

28. Ventilation:
App. o.k. ✓ Art. ✓ Kind ✓ Loc. ✓

29. Special prob.
Heat × Cold × Dust × Lint × Humid × Fumes ×
Other

30. Strain:
Eye × Post × Lift × Press × Reach × Speed × Other

31. Hazard:
Occupation × Workroom —

12-9-1

FACTORY SCHEDULE, Sheet 3

Workrooms. No. 1 in Pattern

	16. Floors				17. Aisles		18. Walls				19. Ceilings				
	Loc.	Mat.	Repr	Cl	Other	Loc.	Obst.	Nar.	Loc.	Rpr.	Cl.	Lt.	Loc.	Rpr.	Cl.	Lt.	Low
1st floor		wood	✓	✓	below		none yet		brick	✓ new	✓	✓ white		✓ new	✓	✓ white	×

20. Light, nat. adqt. ✓ Inadqte, where ✗ Windows opaque ✓
Clean ✓ Modern ✓ Curtain, loc ✗

21. Clngd. by girls ✗ Men ✓ Jant. ✗ Janitress ✗ Other ✗ No. resp. —

22. Windows.						23. Work ~~bench~~ table					24. Art. lt. kind.				
Loc.	1 s	2 s	3 a	4 a	Sk. l	Fc.	Sd.	Bk	Ab	Misc	Adj.	Ind.	Tab group	Ceil	Shades Kind Ind.	Shades Adq
					Monitor		✓	✓	✓		✗	✗	✗	✓	✗	✓
1st floor				✓												

25. Glare, loc. ✗

26. Reflection ✗

27. Heating system Steam

28. Ventilation:
App. o.k. ✓ Art. ✗ Kind — Loc. —

29. Special prob.
Heat ✗ Cold ✗ Dust ✗ Lint ✗ Humid ✗ Fumes ✗
Other

30. Strain:
Eye ✗ Post ✗ Lift ✗ Press ✗ Reach ✗ Speed ✗ Other ✗

31. Hazard:
Occupation ✗ Workroom —

12-9-1

FACTORY SCHEDULE, Sheet 4

Sanitation: Pottery

31. Drinking facilities, loc. one floor Conv. ✓
Bblr. ✓ San ✗ Tank ✗ Cooler ✗ Faucet ✗ Other —
Cup, common ✗ Individ ✗ Kind

32. Washing facilities: If none, where wash in dressing room

No.	Kind	Conv.	Cln.	Repr.	Hot w.	Soap: fur	Towels: Fur.	Ind	Pap	Com.	Often
5	white bowls	✓	✓	✓	✓	✓	✓	✓	✓	✗	—

In Pottery ~~Factory~~ Bldg

33. Toilets: Kind Sep ✓ If none, arngmt —
Flush, ~~hnd~~ self Auto.seat Repr ✓ Plb.cl ✓ Paper ✓ Instrt —

No.T.R.	No. seats	Fl	Loc	Conv.	Scrn	Deg	Sngl St rm	Row in rm	Room ceil	Seat encl	Nat vnt o.k	Vnt oth rm.	Art vnt o.k	Lgt nat o.k	Lgt art o.k	Cl
1	2	✓	1st fl.	✓	✓	suite X	✗	✓	✗	✓	✓	✓	O	✓	✓	✓

Total no. seats 2 No. wmn.per seat 7/2 = 4
Clng. by girls ✗ Men ✓ Jant. ✗ Janitress ✗ Other ✗ No resp ✗
Swept reg. ✓ Freq — Wrk.hrs ✓ Scrub reg ? Freq ? Wrk.hrs ?

Service and Welfare. new bldg not completed.

34. Lunchroom, combined with Prov. separate Kind no food served -
Loc same floor Equip o.k. Chairs & table Cln. ✓ Lt.nat ✓ Art ✓ Vent.o.k. ✓
Prov. hot food, drnk only ✗ Cooking convncs ✗ Supr ✗ If None —

35. Restroom, cmbd.with Lunch. Prov. — Loc 1st floor Equip.o.k. Chairs and table
Cln. ✓ Lgt.nat. ✓ Art ✓ Vent o.k. ✓ Supr ✗ If none —

36. Cloakroom, combined with ✗ Prov. ✓ Loc suite Conv ✓ Lkr ✓
Shlv. ✗ Hngr ✗ Wl.hk ✗ Seats ✓ Cln ✓ Lgt.nat ✓ Art ✓
Vent. o.k. ✓ Supr ✗ If none, — lkr shlv hngr Wl.hk

37. Health Service:
Hosp. ✓ Chg.of regular nurse Dr.reg every p.m. On call ✓ 1st aid —
Chg. of — Med. exam. ✓ Health rec. ✓ Acc. Rec. ✓
Comp. State Co. Kind acc.w. Ordinary hand bruises or cuts - illness from time to time.

for entire plant. located in separate bldg. 4 rooms full equipment

38. Other welfare: Life Insurance -
$750 after 6 mos. service, $150 additional every year up to $1500 in 5 years. on every employee.

12-9-1

FACTORY SCHEDULE, Sheet 4

Sanitation: Brass foundry annex

31. Drinking facilities, loc. in workrooms Conv. ✓

Bblr. ✗ San ✗ Tank ✗ Cooler ✗ Faucet ✓ Other —

Cup, common ✗ Individ ✗ Kind —

use lunch room facilities 2d floor.

32. Washing facilities: If none, where wash

No.	Kind	Conv.	Cln.	Repr.	Hot w.	Soap fur	Towels Fur.	Ind	Pap	Com.	Often
1st fl. Core room 1	2 white wash bowls	✓	✓	✓	✓	✓	✓	✓	✓	✗	—
1st fl. Core room 2	2 white wash bowls	✓	✓	✓	✓	✓	✓	✓	✓	✗	—
2d fl.	25 white bowls	✓	✓	✓	✓	✗	✗	girls bring own towels & soap.			

33. Toilets: Kind In bldg Sep ✓ If none, arngmt —

Flush, ~~hnd~~ self Auto.seat Repr ✓ Plb.cl ✓ Paper ✓ Instrt —

No.T.R.	No. seats	Fl	Loc	Conv.	Scrn	Deg	Sngl Strm	Row in rm	Room ceil	Seat encl	Nat vnt	Vnt oth	Art vnt	Lgt nat	Lgt art	Cl
2d floor 1	3	✗	2d fl	✓	in suite not needed	in suite	✗	✓	open to wash-room	✓	✓	✗	0	✓	✓	✓

Total no. seats 3 No. wmn.per seat 100/3 = 33

Clng. by girls ✓ Men ✗ Jant. ✗ Janitress ✗ Other — No resp ✗

Swept reg. ✓ Freq Daily Wrk.hrs ✓ Scrub reg ✓ Freq 4 times Wrk.hrs ✗ by porters.

Service and Welfare.

34. Lunchroom, combined with — Prov. ✓ Kind place to eat 100. bring own lunch

Loc 2d fl - suite Equip o.k. ✓ Cln ✓ Lt.nat ✓ Art ✓ Vent.o.k. ✓

Prov. hot food, drnk only ✗ Cooking convncs ✓ Supr one If None —

White sink for washing dishes. fine — worker (take turns, part-time)

35. Restroom, cmbd.with lunch Prov. ✓ Loc 2d fl. Equip.o.k. chairs -

Cln. ✓ Lgt.nat. ✓ Art ✓ Vent o.k. ✓ Supr 0 If none —

36. Cloakroom, combined with 0 Prov. ✓ Loc 2d fl. Conv ✓ Lkr ✓

Shlv. ✗ Hngr ✗ Wl.hk ✗ Seats ✗ Cln ✓ Lgt.nat ✓ Art ✓

Vent. o.k. ✓ Supr 0 If none, — lkr shlv hngr Wl.hk

Suite

37. Health Service:

Hosp. Chg.of Dr.reg On call 1st aid

Chg. of Med. exam. Health rec. Acc. Rec.

Comp. Kind acc.w.

See Pottery sheet.

38. Other welfare:

12-9-1

FACTORY SCHEDULE, Sheet 4

Sanitation: Main bldg.

31. Drinking facilities, loc. each floor Conv. ✓
Bblr. ✓ San ✗ Tank ✗ Cooler ✗ Faucet ✗ Other —
Cup, common ✗ Individ ✗ Kind

32. Washing facilities: If none, where wash

No.	Kind	Conv.	Cln.	Repr	Hot w.	Soap fur	Towels Fur.	Ind	Pap	Com.	Often
3d floor Plg'g 4th floor Plg'g	6 white bowls	✓	✓	✓	✓	✓	✓	✓	✓	✗	—

33. Toilets: ~~Kind~~ Factory bldg Sep ✓ If none, arngmt —
Flush, ~~hnd~~ self Auto.seat — Repr ✓ Plb .cl ✓ Paper ✓ Instrt —

No.T.R.	No. seats	Fl	Loc	Conv.	Scrn	Deg	Sngl St rm	Row in rm	Room ceil	Seat encl	Nat vnt o.k	Vnt oth rm.	Art vnt o.k	Lgt nat o.k	Lgt art o.k	Cl
1	2	✓	4th fl	for 4th floor girls not for 3d floor girls	in quite not needed	✓	✗	✓	✓	✓	✓	—	—	✓	✓	✓

Total no. seats 2 No. wmn.per seat 14
Clng. by girls ✗ Men ✗ Jant. ✗ Janitress ✗ Other porters No resp ✗
Swept reg. ✓ Freq weekly Wrk.hrs ✗ Scrub reg. U.S. Freq U.S. Wrk.hrs U.S.

Service and Welfare.

34. Lunchroom, combined with 0 Prov. under separate management Kind Cafeteria.
Loc 1st floor Equip o.k. fine Cln fine Lt.nat ✓ Art ✓ Vent.o.k. ✓
Prov. hot food, drnk only Cooking convncs ✗ Supr — If None
Seats 500 ave. at. = 300 at present. Special kitchen. ventilation good - 8 workers

Used by packing room and office girls

35. Restroom, cmbd.with lunch² Prov. ✓ Loc 4th fl Equip.o.k. tables & chairs
Cln. ✓ Lgt.nat. ✓ Art ✓ Vent o.k. ✓ Supr ✗ If none —
those who bring lunch eat here or rest here at noon

4th floor

36. Cloakroom, combined with ✗ Prov. ✓ Loc 4th fl Conv ✓ Lkr ✓
Shlv. ✗ Hngr ✗ Wl.hk ✗ Seats ✓ Cln ✓ Lgt.nat ✓ Art ✓
Vent. o.k. ✓ Supr ✗ If none, — lkr shlv hngr Wl.hk

37. Health Service:
Hosp. Chg.of Dr.reg On call 1st aid
Chg. of Med. exam. Health rec. Acc. Rec.
Comp. Kind acc.w.

38. Other welfare: Instruction, recreation, lodgings, assn.

See Pottery sheet

12-9-1

39. Occupations	Seats			Foot rest		Uniform							
	Kind	Adj.	No o.k.	Kind	Need	Needed Safe	Needed San	Req. by Co	Furn. by Co	Kept by Co	Kept by Girl	Kind	Misc by girls
Sit pkg¹	st.	X	X	o	X	X	X						✓ 4 women
pottery finish	st	X	✓	o	X	X	X						✓
													✓
Coreroom work	st	X	✓	o	X	X	X						
Stand													
Sit or st. pkg²	st	X	✓	o	X	X	X						✓ 12 women
4th pkg	St	X	✓	o	X	X	X						✓

Coreroom and pottery work done with clean equipment. work clothes are necessary but would not say uniforms were in this plant. The girls looked as well in their own work clothes as any group of working girls.

— Kentucky —

Tobacco- Other

14 Schedules

12-16-1

Grinder

67

135

U. S. Department of Labor
WOMEN'S BUREAU
Washington

FACTORY SCHEDULE, Sheet 1

1. Name of factory Lucas Co. Weber Address 808 W. Liberty St.
Person interviewed Mr. C. A. Rankin
2. Product Redressing Tobacco Position Mgr.

3. No. employed:

	W.	C.
Men	7	39
Women	—	20
Total		59

Day

	W.	C.	Total
Boys			46
Girls			20
Total			66

Night

	W.	C.
Men		
Women		
Total		

	W.	C.
Boys		
Girls		
Total		

4. Firms scheduled hours:

Daily: Begin 7.00 End 5.30 Lunch period 30 Rest period ____ Total 10

Saturday " 7.00 " 12.00 " " ____ " " ____ " 5

Shifts " ____ " ____ " " ____ " " ____ " ____

Regular weekly number of days 5½ Total weekly hours 55

Shifts weekly number of periods ____ Total shifts weekly hours ____

Daily: Begin ____ End ____ Lunch period ____ Rest period ____ Total ____

Saturday " ____ " ____ " " ____ " " ____ " ____

Shifts " ____ " ____ " " ____ " " ____ " ____

Regular weekly number of days ____ Total weekly hours ____

Shifts weekly number of periods ____ Total shifts weekly hours ____

5. Overtime or undertime great deal of undertime now. Not very busy.

6. Seasonal Usually not seasonal, this past year closed about 2 mo.

7. Employment Policy:
Employment manager X Or centralized method X Foremen ✓
Records kept Simple records many age
Labor turnover n.s.

8. Subcontract shop X Home work given out X

Date Oct. 27, 1921 Agent M. H. Turner

FACTORY SCHEDULE, Sheet 3

Workrooms. No. 2

	16. Floors				17. Aisles			18. Walls				19. Ceilings				
	Loc.	Mat.	Repr	Cl	Other	Loc.	Obst.	Nar.	Loc.	Rpr.	Cl.	Lt.	Loc.	Rpr.	Cl.	Lt.	Low
2nd fl		w	X	X	dust + tobacco	sm	X	X	sm	✓	X	X+	sm	✓	X	X+	✓
1st fl		w	X	X	dust + tobacco	sm	X	X	sm	✓	X	X+	sm	✓	X	X+	✓

20. Light, nat. adqt. X Inadqte, where most every Windows opaque X
Clean X Modern X Curtain, loc ✓ in sets right 2nd fl.

21. Clngd. by girls X Men ✓ Jant. ✓ Janitress X Other X No. resp. X

22. Windows.						23. Work bench.					24. Art. lt. kind.				
Loc.	1 s	2 s	3 a	4 a	Sk. l	Fc.	Sd.	Bk	Ab	Misc	Adj.	Ind.	Tab group	Ceil	Shades Kind Ind.	Shades Adq
2nd fl		✓					✓	✓					✓		0	—
1st fl		✓					✓						✓		0	—

25. Glare, loc. Glare in all rooms from unshaded lights.

26. Reflection 0

27. Heating system Overhead steam pipes

28. Ventilation:
App. o.k. X + Art. 0 Kind — Loc. —

29. Special prob.
Heat — Cold — Dust — Lint — Humid — Fumes ✓
Other

30. Strain:
Eye ✓ Post ✓ Lift X Press X Reach X Speed X Other X

31. Hazard:
Occupation 0 Workroom 0

Tuckett & Wake

FACTORY SCHEDULE, Sheet 2

9. Buildings:
No. 1 Mat. brick Entire ✓ Three story Part ✗
Const. - New ✗ Old ✓ Rmld ✗ Fair ✗ Unsafe ✗ Other —

10. Arrangement:

	Mfg. or mech. sales, packing and shipping depts.	Off.	Lunch	Rest	1st. aid	Toilet	Dress	Wash
B.	one women engine room							
1.	women packing & shipping	✓			✓			
2.	women refining, steaming & drying					✓	✓	✓
3.	vacant							
4.								
5.								
6.								

11. Halls: 0
Indirect — Cl. — Nat.lt.o.k. — Art.prov. — Other —

12. Stairway:

No.	Location	Open	Encl wall	Wind-ing	Nat.lt. adqt.	Art.lt. prov.	Hnd.rl o.k.	Nar	Stp	Cl	Rpr o.k.	Other
1	by side wall middle of bldg	✓	along alley wall	✗	✓	✓	✓	✓	✓	✗	✓	—
1	not used by women Dear	✓	"	✗	✓	✗	✓	✓	✓	✗	✓	—

13. Exits:
Outside, no. 3 Open out ✓ 2 In ✓ one Slide ✗ Obstruct.any exit ✗

14. Firescape rqd: ✗ No. — Well — Str. — Lad. — Other — Exit, kind —

Obst. — Firewall ✓ Door ✓ Spklr ✓ Extg ✗ Bkt ✗ Hose ✗ Other ✗

15. Elevators:
Passenger 0
No. — Guard — Oprt. — Empl.rstrct —
Freight
No. 1 Guard ✗ Optr. ✗ Empl.rstrct ✓ forbidden at all times

Sanitation:

31. Drinking facilities, loc. each wk room Conv. ✓
Bblr. ✓ San ✗ Tank ✗ Cooler ✗ Faucet ✓ Other ✗
Cup, common ✗ Individ ✓ Kind milk bottles

32. Washing facilities: , If none, where wash

No.	Kind	Conv.	Cln.	Repr.	Hot w.	Soap: fur	Towels: Fur.	Ind	Pap	Com.	Often
wk rm 2nd fl. toilet	iron sink	✓	✗	✓	✗	✗	✗	—	—	—	—
2nd fl. wk rm	iron sink	✓	✓	✓	✗	✗	✗	—	—	—	—
1st fl.	" "	✓	✓	✓	✗	✗	✗	—	—	—	—

33. Toilets: Kind urinals Sep ✓ If none, arngmt —
Flush, hnd ✓ Auto. seat ✗ Repr ✓ Plb. cl fair Paper ✗ Instrt ✗

No. T. R.	No. seats	Fl	Loc	Conv.	Scrn	Deg	Sngl Strm	Row in rm	Room ceil	Seat encl	Nat vnt o.k	Vnt oth rm.	Art vnt o.k	Lgt nat o.k	Lgt art o.k	Cl
1	4	2nd	hall	✓ part girls	✓	✓	✗	✓	✓	✗	✓	✗	—	✓	✓	F

Total no. seats 4 No. wmn. per seat 5
Clng. by girls ✗ Men ✗ Jant. ✓ Janitress ✗ Other ✗ No resp ✗
Swept reg. ✓ Freq wkly Wrk. hrs ✓ Scrub reg ✓ Freq wkly Wrk. hrs ✓

Service and Welfare.

34. Lunchroom, combined with — Prov. ✗ Kind —
Loc — Equip o.k. — Cln — Lt. nat — Art — Vent. o.k. —
Prov. hot food, ✗ drnk only ✗ Cooking convncs ✗ Supr ✗ If None eat at wk tables

35. Restroom, cmbd. with — Prov. ✗ Loc — Equip. o.k. —
Cln. — Lgt. nat. — Art — Vent o.k. — Supr — If none go home

36. Cloakroom, combined with — Prov. ✓ Loc hall Conv ✓ part Lkr ✗
Shlv. ✓ Hngr ✓ Wl. hk ✗ Seats ✗ Cln ✓ Lgt. nat ✓ Art ✓
Vent. o.k. ✓ Supr ✗ If none, — lkr — shlv — hngr — Wl. hk —

37. Health Service:
Hosp. ✗ Chg. of ✗ Dr. reg ✗ On call ✓ 1st aid ✓
Chg. of nurse Med. exam. ✗ Health rec. ✗ Acc. Rec. for insurance Co
Comp. State compensation law Kind acc. w. no accidents

38. Other welfare: none

39. Occupations	Seats			Foot rest		Uniform						
	Kind	Adj.	No o.k.	Kind	Need	Needed Safe	Needed San	Req. by Co	Furn. by Co	Kept by Co	Kind Girl	Misc by girls
*												
Sit re Tiers	Bench	X	✓									
* Stand droppers	0	—	X									
hangers	0	—	X									
Sit or st.												

* The retiers sit on the ends of benches, mostly astride of the bench and tie the stems of tobacco leaves together with a leaf. The women work two & two, facing each other. The benches were about a foot wide. They did not sit astride all the time but that seemed the favored position.

The droppers were assistants to packers who were men. The droppers stood on platforms raised about two feet from floor and handed "hands" or bunches of tobacco to the men packers who placed it in large hogsheads ready for shipping. The position of the girls droppers was bad both from working posture and from moral standpoint.

28* The air in the retiring dept on the 2nd floor was very bad. The fumes from the tobacco caught at ones throat and seemed almost stifling. One window was open about 2 in at top. No other outside ventilation was noticed any where. Doors into hall way at either end of room were open.

29* The fumes from the tobacco were very noticeable in all depts. No dust was noticeable as tobacco was handled mostly in moist condition.

30* Eye strain would result from the glare from the unshaded lights.

Strain of posture from the women sitting on the ends of benches. Mostly sat astride of bench. No backs. Very bad. Two women used one bench, sitting facing each other. Bench about 10 or 12 in. wide.

20* 18 19 The entire place had a dark brown hue. The walls and ceilings & floors were stained by the tobacco. An unsufficient number of windows caused the place to

40. Occupations:

Occupations	Total no. empls.				Women						Men					
	Total	W	M	Chn	Piece		Time		T & P		Piece		Time		T & P	
					W	C	W	C	W	C	W	C	W	C	W	C
Pressers		12	21			12						12		9		
Packers			11											11		
Shipping			7											7		
Engineer			1										1			
Foreman			5										5			
Watchman			1										1			
Dropper		6						6								
Hanger		2						2								
						12		8								

have dark corners and passage ways. Corners of work rooms were dark. The tobacco in huge piles & truck loads obstructed light some places. In some parts the workers being all colored could hardly be distinguished from the general dark brown of the place.

12-16-2

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U. S. Department of Labor
WOMEN'S BUREAU
Washington

FACTORY SCHEDULE, Sheet 1

1. Name of factory Liggett & Myers Address Louisville, Ky.
Person interviewed Mr. Walker
2. Product Leaf tobacco prepared for smoking Position Vice-Pres.
Mr. Schwartz Cashier
Mr. Peterson Timekeeper & Payroll.

3. No. employed:

	W.	C.
Men	135	181
Women	123	372
Total	258	553

Day

	W.	C.	Total
Boys			316
Girls			495
Total			811

Midwinter maximum 1300 total 600 women.

Night

	W.	C.
Men		
Women		
Total		

	W.	C.
Boys		
Girls		
Total		

4. Firms scheduled hours:

Daily: Begin 7 End 4:30 Lunch period 30 (12-12:30) Rest period — Total 9

Saturday " 7 " 12. " " " " " 5

Shifts " X " X " " X " " X " X

Regular weekly number of days 5½ Total weekly hours 50 hrs.

Shifts weekly number of periods X Total shifts weekly hours X

Daily: Begin ____ End ____ Lunch period ____ Rest period ____ Total ____

Saturday " ____ " ____ " " ____ " " ____ " ____

Shifts " ____ " ____ " " ____ " " ____ " ____

Regular weekly number of days ____ Total weekly hours ____

Shifts weekly number of periods ____ Total shifts weekly hours ____

5. Overtime or undertime Official time is very regular the year around.

6. Seasonal
Stemming mos. Every month. Rehandling mos. Oct to Dec.
7. Employment Policy:
Employment manager X Or centralized method X Foremen ✓
Records kept No (Stemmers)
Labor turnover Very high. Workers go about from one firm to another in the city. 23 payroll recorder, 52 weeks, were all that could be attempted out of 800 workers (women stemmers)
8. Subcontract shop X Home work given out X

Date Oct. 24, 25, 26, 27, 28 - 1921 Agent M. R. L.

Liggett & Myers

12-16-2

FACTORY SCHEDULE, Sheet 2

9. Buildings: (2 warehouses)
No. 3 Mat. brick Entire ✓ Part —
Const. - New × Old 1898 Rmld × Fair — Unsafe — Other —

10. Arrangement:

	Mfg. or mech. sales, packing and shipping depts.	Off.	Lunch	Rest	1st. aid	Toilet	Dress	Wash
B.	×							
Sample-	Shipping dept machine shop							
1.	Prizing, Stem Shed, Cooper Shop	✓						
2.	Stemming rooms two (men and women's whites) Proctor room							
3.	Stemming rooms, two, (col.)							
4.	Stemming room (col.)							
5.	Picking room.							
~~6.~~								

11. Halls:
Indirect × Cl. ✓ Nat.lt.o.k. ✓ Art.prov. ✓ Other

12. Stairway:

No.	Location	Open	Encl wall	Wind-ing	Nat.lt. adqt.	Art.lt. prov.	Hnd.rl o.k.	Nar	Stp	Cl	Rpr o.k	Other
1	end	×	br	✓	✓	✓	✓	×	×	✓	✓	
1	end (both fireproof)	×	br	✓	✓	✓	✓	×	×	✓	✓	—

13. Exits:
Outside, no. 5 Open out ✓ In × Slide × Obstruct.any exit ×

14. Firescape rqd: ✓ No. 1 Well see stairway Str. × Lad. × Other ✓ "Bender" tower chute Exit, kind ×
Obst. × Firewall 3 ft thick ✓ Door ✓ Spklr ✓ Extg ✓ Bkt × Hose ✓ Other Fire Pump 100 000 gal cistern also city connection.

15. Elevators:
Passenger
No. × Guard — Oprt. — Empl.rstrct —
Freight
No. ✓ Guard ✓ Optr. 1 Empl.rstrct not used.

12-16-2

FACTORY SCHEDULE, Sheet 3

Workrooms. No. 6

	16. Floors				17. Aisles			18. Walls				19. Ceilings				
	Loc.	Mat.	Repr	Cl	Other	Loc.	Obst.	Nar.	Loc.	Rpr.	Cl.	Lt.	Loc.	Rpr.	Cl.	Lt.	Low
1st floor	Ship. Dept. Sack sewing	br	✓	✓	–		×	×		✓	✓	✓		✓	✓	beams ×	×
2d fl.	Stem rooms (whites)	wood	✓	✓			×	×		✓	✓	✓		✓	✓	×	×
3d fl.	Stem. col	"	✓	✓			×	×		✓	✓	–		✓	✓	×	×
3d fl.	Stem Col	"	✓	✓			×	×		✓	✓	✓		✓	✓	×	×
4th fl.	Stem Col	"	✓	✓			×	×		✓	✓	✓		✓	✓	×	×
5th fl.	Scrap pickers Picking rooms	wood	✓	✓			×	×		✓	✓	✓		✓	✓	×	×

20. Light, nat. adqt. ✓ Inadqte, where ✓ Windows opaque ×
Clean very Modern large - now factory Curtain, loc South + West sides.

21. Clngd. by girls × Men × Jant. × Janitress × Other ✓ No. resp. ×
2 sweepers in each of 3 stemming rooms, sweep all the time. 3 men sweepers all the time 2 porters 2 matrons

22. Windows.						23. Work bench.					24. Art. lt. kind.					
Loc.	1 s	2 s	3 a	4 a	Sk. l	Fc.	Sd.	Bk	Ab	Misc	Adj.	Ind.	Tab group	Ceil	Shades Kind Ind.	Shades Adq
Sack sewing	✓	(a corner of large room - windows on three sides.						✓			×	×	✓	×	×	none
2d Stemming			✓				✓	✓			×		✓			"
3d Stemming			✓				✓	✓			×		✓			"
3d Stemming			✓				✓	✓			×		✓			"
4th Stemming			✓				✓	✓			×		✓			"
5th Scrap pick		✓ (corner)					✓	✓			×		✓			"

Equipment now being installed for ceiling lights with shades.

25. Glare, loc. None

26. Reflection None

27. Heating system Steam on first floor - Blower + hot air system in rest of the plant.

28. Ventilation:
App. o.k. ✓ Art. ✓ Kind Dust collector Loc. Connecting all departments with enormous funnel (outside of bldg) into which steam is poured and dust is wet down and washed into sewer.
Hoods in picking room, proctor room + stem shed.

29. Special prob.
Heat × Cold × Dust ✓ Lint × Humid ✓ Fumes ×
~~Other~~ Dust well taken care of except in Stem Shed where no women work
Humidity is slight in stem rooms - hoods over steamers - but hot in summer.

30. Strain:
Eye × Post ✓ Lift ✓ Press × Reach × Speed × Other ×
Sitting on low stools for stemmers. Carrying 15 to 55 lbs of stems to scales to be weighed up as day's work, once daily.

31. Hazard:
Occupation × Workroom —

12-16-2

FACTORY SCHEDULE, Sheet 4

Sanitation:

31. Drinking facilities, loc. on all floors Conv. ✓
Bblr. ✗ San ✗ Tank ✓ Cooler ✗ Faucet ✓ Other Cooled in summer.
Cup, common several Individ ✗ Kind ~~tin~~
Faucets at washstands in workrooms.

32. Washing facilities: If none, where wash —

No.	Kind	Conv.	Cln.	Repr.	Hot w.	Soap fur	Towels: Fur.	Ind	Pap	Com.	Often
4 women 1st floor Sack sewers	(must go to 3d floor) none	✗					✗	—	—	—	Must bring own if they want one.
2d. Stem	long trough-6 faucets	✓	✓	✓	✗	✗	✗	—	—	—	Many keep in dressing room.
3d Stem											
3d Stem											
4th Stem											
5th. Scrap pile											

Same Same Same

33. Toilets: Kind water closets Sep ✓ If none, arngmt —
Flush, hnd ✓ Auto. seat ✗ Repr ✓ Plb. cl ✓ Paper ✓ Instrt ✗

No. T. R.	No. seats	Fl	Loc	Conv.	Scrn	Deg	Sngl St rm	Row in rm	Room ceil	Seat encl	Nat vnt o.k	Vnt oth rm.	Art vnt o.k	Lgt nat o.k	Lgt art o.k	Cl
1st floor. Sack sewers - (use 3d floor col. toilet.)																
2d floor (white) 1	5	✓		✓	✓	✗	—	✓	✓	✓	✓	✗	—	?✓	✓	✓
3d floor (col) 1	5	✓		✓	✓	✗	—	✓	✓	✓	✓	✗	—	✓	✓	✓
3d floor (col) 1	5	✓		✓	✓	✗	—	✓	✓	✓	✓	✗	—	✓	✓	✓
4th floor (col) 1	5	✓		✓	✓	✗	—	✓	✓	✓	✓	✗	—	✓	✓	✓
5th floor. 1	5	✓		✓	✓	✗	—	✓	✓	✓	✓	✗	—	✓	✓	✓

Washed down with hose. Cement floor & drain

Total no. seats 25 No. wmn. per seat 20
Clng. by girls ✗ Men ✗ Jant. ✗ Janitress ✗ Other 2 workers on each floor daily No resp ✗
Swept reg. daily Freq — Wrk. hrs ✓ Scrub reg wkly Freq — Wrk. hrs night Porter wash down weekly

Service and Welfare.

34. Lunchroom, combined with — Prov. None Kind —
Loc Equip o.k. Cln Lt. nat Art Vent. o.k.
Prov. hot food, drnk only Cooking convncs Supr If None Eat in dressing rooms - 1st & 5th floor workers stay in workrooms -

35. Restroom, cmbd. with ✗ Prov. None Loc Equip. o.k.
Cln. Lgt. nat. Art Vent o.k. Supr If none benches in cloakrooms.

36. Cloakroom, combined with 1st aid. Prov. ✓ Loc 2d fl. Conv ✓ Lkr - style but open, without doors
Shlv. ✓ Hngr ✗ Wl. hk See note Seats benches Cln ✓ Lgt. nat ✓ Art ✓
Vent. o.k. ✓ Supr matron If none, — lkr shlv hngr Wl. hk
1st & 5th floor women hang wraps on wall hooks where they work.

37. Health Service:
Hosp. ✗ Chg. of Dr. reg ✗ On call ✓ 1st aid Case & col for white also one set for Col.
Chg. of Matrons Med. exam. ✗ Health rec. ✗ Acc. Rec. ~~No~~ ✓
Comp. "Bounty" up to $500. On death of employee, assignee gets equivalent of last year's wages, up to $500. Kind acc. w. - Indigestion - cramps

38. Other welfare:

Used to come in drunk before prohibition.

12-16-2

Liggett & Myers
FACTORY SCHEDULE, Sheet 6
Leaf Dep't

40. Occupations:

Occupations	Total no. empls. Total	W	M	Chn	Women Piece W	Piece C	Time W	Time C	T & P W	T & P C	Men Piece W	Piece C	Time W	Time C	T & P W	T & P C
Totals	811	495	316	—	100	362	23	10			—	146	135	35		
Office	9	3	6				3						6			
Supervision	23		23										23			
Sales (Product shipped to St. Louis & Chicago for further mfg.)																
Operating	6		6										6			
Maintenance	22	8	14					6					9	5		
Sweepers		(6)						2								
Matrons		(2)														
Stock & Receiving	28		28										28			
Shipping	6		6										6			
Packing (Laborers)	15		15											15		
Container Mfg.	25	4	21										21			
Sack sewers		(4)						4								
Mfg	677															
Stemming	493	462	131		100	362						146	131			
" box men			15											15		
" searchers		12	4				12						4			
Cleaning mach. op.			2										2			
Picking-scrap		6	17				6						17			
" laborers			5										5			
" clerk			2										2			
Proctor room: drying machine feeders and takers away			6										6			
					100	362	23	10								

12-16-2

Liggett & Meyers - Louisville, Ky.

TOBACCO FIRM.

1. **Product:** Smoking tobacco ✓ "Velvet"

   Cigarette filling

   Filling for plug

2. **Season:** Months stemming is done. All 12 Months rehandling is done. Oct to Dec.

✓ 3. a. Kind of tobacco Kentucky "red burley". (Not dark burley)

   b. Process of wetting steam only.

4. **Process:**

   a. Hand or machine Hand

   b. Full length of stem. Yes. Fork stemming. No

Rate 5. a. Description whether weight includes:

   (1) Leaf and stem. Leaf wet or dry when weighed.

   (2) Stem only. ✓ Slightly moist. Stems kept covered, in workers' stall, with burlap bag during day to prevent drying out in the workroom. Weighed up at close of day's work.

   (3) Leaf without stem.

   b. Designate whether pay is for:

   Pound ✓ 5, 5½, 6 cents according to grade.

   100 pounds (grade doesn't make much difference in the number of pounds output per day of 9 hours (15 to 55 lbs) for the workers as a group, but there is a difference in the length of the leaf and its coarseness and ease of separation from stem.

   Number of leaves

   Carot

   Hour

   Day

6. **Bonus:** None for some time. (2 yrs) It became part of rate.

7. **Output:** Pounds per day or hour, if possible, per person.

   Firm has no figures.
   Could be worked out from 52 week records taken off.

   50,000 to 60,000 lbs daily output of firm at present.
   150,000 to 155000 lbs daily formerly (before Am. Tobacco Trust was dissolved.)

12-16-2

39. Occupations	Seats			Foot rest		Uniform							
	Kind	Adj.	No o.k.	Kind	Need	Needed Safe	Needed San	Req. by Co	Furn. by Co	Kept by Co	Kept by Girl	Kind	Misc by girls
Sit Sackseweres (4)	St.	X	✓	X	X	X	X	X	X	—	—	—	— chiefly
Stamners.	St.	X	✓	X	X	X	✓	X	X	—	—	caps	✓ (paper)
Scrappiters	St	X	✓	X	X	X	✓	X	X	—	—	•	✓ (paper)
Stand none													
Sit or st. none													

Sack sewers have stools set back against the wall and can lean back - Table is drawn up close to them after they are seated.

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12-16-3

135

U. S. Department of Labor
WOMEN'S BUREAU
Washington

FACTORY SCHEDULE, Sheet 1

1. Name of factory Axton-Fischer Address 811 South 20th
Person interviewed Mr Axton
2. Product Cigarettes, Smoking Tobacco, Twist. Position President

3. No. employed:

	W.	C.
Men	26	8
Women	51	0
Total	85	0

Day

	W.	C.	Total
Boys	0	0	34
Girls	0	0	51
Total	0	0	85

Night

	W.	C.
Men	–	–
Women	–	–
Total	–	–

	W.	C.	
Boys	–	–	–
Girls	–	–	–
Total	–	–	–

4. Firms scheduled hours:

Daily: Begin 7 End 5.30 Lunch period 30 Rest period 20 min. 2 of Total 10

Saturday " 7 " 5.30 " " 30 " " 20 min. 2 of " 10

Shifts " 0 " 0 " " 0 " " 0 " 0

Regular weekly number of days 6 Total weekly hours 60

Shifts weekly number of periods – Total shifts weekly hours –

Daily: Begin ____ End ____ Lunch period ____ Rest period ____ Total ____

Saturday " ____ " ____ " " ____ " " ____ " ____

Shifts " ____ " ____ " " ____ " " ____ " ____

Regular weekly number of days ____ Total weekly hours ____

Shifts weekly number of periods ____ Total shifts weekly hours ____

5. Overtime or undertime No overtime. Plant runs on a ten hour day basis for six days. Day workers get benefit of rest periods because they are paid for ten hour day. Piece workers of course lose.

6. Seasonal No

7. Employment Policy:
Employment manager X Or centralized method X Foremen ✓
Records kept Payroll. hours by days, wages by weeks: Individual cards show piece or hour rate & pieces or hours worked by days.
Labor turnover no figures

8. Subcontract shop X Home work given out ✓ Put strings through tobacco bags and knot them. 75¢ per 1000. Good ones do 10 000 a month. In that case they get $2½ extra per month. Work is done by regular clientele, not by employees.

Date October 27 1921 Agent Jennison

12-16-3

9. Buildings:

* No. 1 Mat. Concrete with brick outside Entire _____ Part _____

Const. - New ✓ Old — Rmld — Fair — Unsafe — Other —

10. Arrangement:

	Mfg. or mech. sales, packing and shipping depts.	Off.	Lunch	Rest	1st. aid	Toilet	Dress	Wash
B. Stock	—							
1. Shipping	—	✓						
Cigarette 2. Making	Cigarette making machine: Cigarette packing mch: Carton making: Packing: wax paper on outside. Tob. drying & cutting	Supt. Office ✓						
Smoking 3. Tobacco	making cloth bags (hemming winding - cutting sewing sides: Bag packing mch: Labelling with paste: drying mch: packing in Cartons.	Time Office ✓	✓	(1)		(1)	(1)	(1)
Chewing 4. Tobacco	stemming for fillers + wrappers: twisting: labelling							
5. Granulating	Granulating (men only)							
* Two brick	warehouses for storage across street from factory.							

11. Halls: 0

Indirect — Cl. — Nat.lt.o.k. — Art.prov. — Other —

12. Stairway:

No.	Location	Open	Encl wall	Wind-ing	Nat.lt. adqt.	Art.lt. prov.	Hnd.rl o.k.	Nar	Stp	Cl	Rpr o.k.	Other
2	1 at each end of building	X	✓	X	✓	✓	✓	X	X	✓	✓	—

13. Exits:

Outside, no. 2 Open out ✓ In X Slide X Obstruct. any exit X

14. Firescape rqd: 2 No. 2 Well ✓ Str. X Lad. X Other X Exit, kind door

Obst. X Firewall X Door X Spklr ✓ Extg ✓ Bkt X Hose X Other —

15. Elevators:

Passenger

No. 0 Guard — Oprt. — Empl. rstrct —

Freight

No. 1 Guard ✓ Optr. X Empl. rstrct not used by employees.

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FACTORY SCHEDULE, Sheet 3

Workrooms. No. 3

	16. Floors				17. Aisles			18. Walls				19. Ceilings				
	Loc.	Mat.	Repr	Cl	Other	Loc.	Obst.	Nar.	Loc.	Rpr.	Cl.	Lt.	Loc.	Rpr.	Cl.	Lt.	Low
2nd Floor		Concrete	✓	✓	—	Same	X	X	Same	✓	white	✓	Same	✓	fair	X	X
3rd Floor		Concrete	✓	✓	—	Same	X	X	Same	✓	washed lce	✓	Same	✓	fair	X	X
4th Floor		Concrete	✓	✓	—	Same	X	X	Same	✓	yrly	✓	Same	✓	fair	X	X

20. Light, nat. adqt. ✓ Inadqte, where Incenter of 2nd & 3rd floor - few working there. Windows opaque ✓
Clean ✓ Modern ✓ Curtain, loc X

21. Clngd. by girls X Men X Jant. ✓ Janitress X Other — No. resp. —
swept daily scrubbed weekly

22. Windows.						23. Work bench.						24. Art. lt. kind.					
Loc.	1 s	2 s	3 a	4 a	Sk. l	Fc.	Sd.	Bk	Ab	Misc		Adj.	Ind.	Tab group	Ceil	Shades Kind ~~Ind.~~	Shades Adq
[redacted]																	
2nd Floor		✓					✓	✓						✓		green metal	✓
Wax paper wrappers		✓				✓		✓						✓		"	✓
Cloth bag inkers 3rd Floor		✓						✓					✓			"	✓
Bag picking and [illegible]		✓								✓			✓			"	✓
Packers		✓				✓								✓		"	✓
Stemmers 4th			✓				✓							✓		"	✓
Labellers			✓			✓								✓		"	✓

not indirect

25. Glare, loc. X

26. Reflection X

27. Heating system Steam

28. Ventilation:
App. o.k. Fair Art. X Kind — Loc. —

29. Special prob.
Heat X Cold X Dust ✓ Lint X Humid X Fumes X
Other X

30. Strain:
Eye X Post X Lift X Press X Reach X Speed ✓ Other X

31. Hazard:
Occupation X Workroom machinery belt driven - 2nd & 3rd floor. Bad shaft accident to a man - no accidents to women in past year.

12-16-3

FACTORY SCHEDULE, Sheet 4

Sanitation:

31. Drinking facilities, loc. 1 on each floor Conv. ✓ But girls working in teams would hold each other up - Bblr. ✓ San ✗ Tank ✗ Cooler ✗ Faucet ✗ Other — delay —
Cup, common — Individ — Kind —

32. Washing facilities: with rest room - at one end - If none, where wash

No.	Kind	Conv.	Cln.	Repr.	Hot w.	Soap fur	Towels Fur.	Ind.	Pap.	Com.	Often
3	porcelain basins	✓	✓	✓	✗	✓	✓	✗	✗	3 roller towels	daily
(3	showers - not used but in good repair)										

33. Toilets: Kind sit hippo Sep ✓ If none, arngmt —
Flush, hnd ✓ Auto. seat ✗ Repr ✓ Plb. cl ✓ Paper ✓ Instrt ✗

No. T.R.	No. seats	Fl	Loc	Conv.	Scrn	Deg	Sngl Strm	Row in rm	Room ceil	Seat encl	Nat vnt	Vnt oth	Art vnt	Lgt nat	Lgt art	Cl
1	2	3	with rest room	✓	✓	✓	✗	✓	✓	✓	✓	✗	—	✓	✓	very

Total no. seats 2 No. wmn. per seat 25½
Clng. by girls ✗ Men ✗ Jant. ✗ Janitress ✓ Other — No resp —
Swept reg. ✓ Freq daily Wrk. hrs ✓ Scrub reg ✓ Freq wkly Wrk. hrs ✓

Service and Welfare.

34. Lunchroom, combined with sep. room Prov. ✓ Kind Chairs - service - Free hot lunch - tables -
Loc end of 3rd & 4 floor Equip o.k. ✓ Cln very Lt. nat ✓ Art ✓ Vent. o.k. ✓
Prov. hot food, drnk only both Cooking convncs no Supr ✓ If None —

35. Restroom, cmbd. with cloakroom Prov. ✓ Loc next to dining room Equip. o.k. chairs - lockers - piano -
Cln. ✓ Lgt. nat. ✓ Art ✓ Vent o.k. ✓ Supr ✓ If none —

36. Cloakroom, combined with rest room Prov. ✓ Loc next to dining room Conv ✓ Lkr ✓ 3 to 1 lker
Shlv. ✓ Hngr ✗ Wl. hk ✗ Seats ✓ Cln ✓ Lgt. nat ✓ Art ✓
Vent. o.k. ✓ Supr ✓ If none, — lkr — shlv — hngr — Wl. hk —

37. Health Service:
Hosp. ✗ Chg. of ✗ Dr. reg ✗ On call ✓ 1st aid ✓ kit with bandages
Chg. of Foreman Med. exam. ✗ Health rec. ✗ Acc. Rec. required by Ins. Co.
Comp. ✓ Kind acc. w. none serious

38. Other welfare: Insures all employees. Dependants get $500 in event of death $500 - $1500 according to length of employment with firm

12-16-3

39. Occupations	Seats: Kind	Seats: Adj.	Seats: No o.k.	Foot rest: Kind	Foot rest: Need	Uniform: Needed Safe	Uniform: Req. San	Uniform: Furn. by Co	Uniform: Kept by Co	Uniform: Kind Girl	Uniform: Misc by girls
Sit											
Cigarette mch oper. Watcher	chair	X	✓	chair ~~stool~~		X	X	X	X	X	✓
Cigarette mch. oper Cup girl	chair	X	✓	✓							
Cig. making mch. Catcher	chair	X	✓	✓							
Power sewing mch	chair	X	✓	✓							
~~Stand~~											
Stemmers	low box	X	✓	✓							
Sit or st.											
Skinner Packing mch oper.	stool	X	✓	✓							
Jerker Packing mch oper	stool	X	✓	✓							
Labellers - Team with "	stool	X	✓	✓							

Stand

Cig. Pack. mch. Labellers — — — — — — — —

" Carton Packer — —

" Feeder -

Carton makers

Wax paper wrappers

Tob Bags - Carton Packers

Hand Cloth Winding Mch

Labelling twist

throughout

* Teams (1) Cigarette making machine: 1 feeder & operator man 1 catcher girl
machine prints paper fills with tobacco, rolls, & drops cig. at end
(2) Cigarette wrapping machine: 1. feeder who puts cigarettes into mch.
all 1 operator who keeps control of mch. & watches apparatus.
1 cup girl who puts cups in place ready for mch to fill with cig.
women 2 union labelers & 2 stampers - 1 carton packer. Mch
mch counts off 20 cig. wraps them in tin foil - shakes them into
order puts them into paper cups - & discharges them for stampers.
(3) Bag packing mch: 1 skimmer puts empty bag on bottom cylinder 1. takes full bag
off cylinder. ties string & throws down chute to 2 labellers & 1 stamper. Mch
is fed with tobacco from floor above - drops so much into bag - & passes it on -

12-16-3

Jennison

FACTORY SCHEDULE, Sheet 6

Occupations:

	Occupations	Total no. empls. Total	W	M	Chn	Women Piece W	Piece C	Time W	Time C	T & P W	T & P C	Men Piece W	Piece C	Time W	Time C	T & P W	T & P C
2nd Floor Cigarettes	Cigarette packing machine operator	6	6					6									
	Stamper & packer	6	6			2		4									
	Packer	1		1										1			
	Cigarette making machine oper	2		2										2			
	Cigarette catcher	2	2					2									
	Carton Maker	6	6					6									
	Wax Paper Wrapper	2	2					2									
	Cutter mch. and Separating mch. oper	3		3										3			
3rd Floor Smoking Tobacco	Packing mch operator	6	6			6											
	Labellers	6	6			6											
	Power Sewing mch. Inspectors & Presser	6	6			4		2									
	Carton Box Packers	3	3					3									
	Cloth Winder Hand mch.	1	1					1									
	Electric Cutting Mch	1	1					1						1			
4th Floor Chewing Tobacco	Stemmers	6	3	3		3						3					
	Twist Makers	5		5								5					
	Labellers	1	1					1									
5th Floor	Granulating Mch. Oper	8		8											8		
	Foremen	3		3										3			
	Laborers	4		4										4			
	Kitchen	2	2					2									
	Mechanics	4		4										4			
	Shipping Clerk	1		1										1			
		85	51	34													
						21		30									

12.16.3

*4 Rest Period - The work on the second and third floors is routed around on conveyors to some extent - and the girls work in teams - stopping off by one or two would hold things up considerably. The plant has therefore instituted two rest periods - twenty minutes in the morning and twenty in the afternoon - The plant runs from 7 - 5.30 with ½ hour at noon and they pay on a 10 hour day - 6 day wk basis without consideration of the 40 minute rest periods.

*30 girls on packing machine in smoking dept - ~~[illegible]~~ are on mch. platform about 2 ft above floor - 2 stand or sit on high stool - The machine works automatically and at a rate which keeps the two operators working at seeming high pace. The five members of the team can interchange with the two operators who if the latter are not up to it - at end of quarter -

Pictures!

Minimum Wage Pres. has been in business 22 years - interested in having State Minimum wage law - Knows Wisconsin law - Had a $7.00 minimum & raised it to $12 when prices went up - Said this ratio was not what it should have been - did not go up high enough - in proportion to increase in prices but anticipated it would be difficult to cut when prices came down. Do not intend to cut wages ~~to~~ during next 2 yrs. Aim to pay a little higher than other plants. Find they draw a better class of workers - do more work with less people - & have better spirit & less turnover -

Free Lunch Employees used to bring a piece of pie in a newspaper & eat it beside a machine, or stand in the door of the factory waiting for the noon whistle & then run across to a saloon and get filled up on ⅓ thin warm soup, & ⅔ cold beer - his horses were in better condition & he started free

hot lunches with food that a man can work on."

Spanish Contracts

From Sept 16 - Dec 23 & from Dec 30-20 to Mar 31, 21 & from April 20 - July 1 - 1921 the firm worked on Spanish Contracts - increased their pay roll from 85 to 350 - which they ran in two shifts - 7 AM - 5.30 AM & 7 PM to 5.30 A.M. "Crowded their equipment a bit." Have only had 3 such contracts since they began business 22 years ago -

70

No totals 12.16.4

135

U. S. Department of Labor
WOMEN'S BUREAU
Washington

FACTORY SCHEDULE, Sheet 1

1. Name of factory R. J. Reynolds Tob. Co. Address Twenty Ky Louisville
2. Product Smoking Chew Tob. & Cigarettes Leaf Dept only Person interviewed W. M. Sills Position Mgr.

3. No. employed:

	W.	C.		W.	C.	Total
Day						
Men	~~44~~ 36	306	Boys			~~350~~ 342
Women	29	148	Girls			177
Total			Total			527
Night						
Men	8		Boys			8
Women			Girls			
Total			Total			527

4. Firms scheduled hours:

Daily: Begin 7 End 5.30 Lunch period 30 min Rest period ____ Total 10 ✓

Saturday " ____ " ____ " " ____ " " ____ " ____

Shifts " ____ " ____ " " ____ " " ____ " ____

Regular weekly number of days 5 Total weekly hours 50 ✓

Shifts weekly number of periods ____ Total shifts weekly hours ____

Pickers (men)

Daily: Begin 7 End 5.30 Lunch period 30 Rest period ____ Total 10

Saturday " 7 " 1 " " ____ " " ____ " 5

Shifts " ____ " ____ " " ____ " " ____ " ____

Regular weekly number of days 5½ Total weekly hours 55

Shifts weekly number of periods ____ Total shifts weekly hours ____

5. Overtime or undertime Usual hrs. as above & 5 hrs on Sat.

6. Seasonal Jan - Mar incl. Rehandling was stemming & stack at same time

7. Employment Policy:
Employment manager X Or centralized method ✓ Foremen X
Records kept X
Labor turnover X

8. Subcontract shop X Home work given out X

Date Nov 28, 1921 Agent E. Bunkam

12-16-4

FACTORY SCHEDULE, Sheet 2

9. Buildings:
No. 1 Mat. Brick Entire ✓ Part —
Const. - New X Old X Rmld X Fair O.K. Unsafe X Other X

10. Arrangement:

	Mfg. or mech. sales, packing and shipping depts.	Off.	Lunch	Rest	1st. aid	Toilet	Dress	Wash
B.	Storage							
1.	Rebuilding Stem	✓						
2.	Stem Dry & Steam					0	1	0
3.								
4.								
5.								
6.								

11. Halls: 0
Indirect — Cl. — Nat.lt.o.k. — Art.prov. — Other —

12. Stairway: 3

No.	Location	Open	Encl wall	Wind-ing	Nat.lt. adqt.	Art.lt. prov.	Hnd.rl o.k.	Nar	Stp	Cl	Rpr o.k	Other
1	end outside	✓	X	X	✓	✓	✓	X	X	✓	✓	X
1	hnd " "	✓	X	X	✓	✓	✓	X	X	✓	✓	X
1	end " "	X	wd door	X	✓	✓	✓	X	X	✓	✓	X

13. Exits:
Outside, no. 5 Open out X In ✓ Slide X Obstruct.any exit X

14. Firescape rqd: X No. 3 Well X Str. ✓ Lad. X Other X Exit, kind X

Obst. X Firewall ✓ Door ✓ Spklr ✓ Extg ✓ Bkt X Hose ✓ Other A.D.T. alarms

15. Elevators:
Passenger
No. 0 Guard — Oprt. — Empl.rstrct —
Freight
No. 1 Guard ✓ Optr. ✓ Empl.rstrct ✓

12-16-4

Workrooms. No. 2

16. Floors					17. Aisles			18. Walls				19. Ceilings				
Loc.	Mat.	Repr	Cl	Other	Loc.	Obst.	Nar.	Loc.	Rpr.	Cl.	Lt.	Loc.	Rpr.	Cl.	Lt.	Low
1+2	wd	✓	✓	X	am	X	X	am	✓	✓	✓	am	✓	✓	✓	X

20. Light, nat. adqt. ✓ Inadqte, where X Windows opaque ✓
Clean ✓ Modern ✓ Curtain, loc O

21. Clngd. by girls ✓ Men ✓ Jant. X Janitress ✓ Other X No. resp. X

22. Windows.						23. Work bench.					24. Art. lt. kind.					
Loc.	1 s	2 s	3 a	4 a	Sk. l	Fc.	Sd.	Bk	Ab	Misc	Adj.	Ind.	Tab group	Ceil	Shades Kind Ind.	Shades Adq
1	✓						✓				X	X	X	✓	X	✓
2		✓					✓				X	X	X	✓	X	none

25. Glare, loc. X

26. Reflection X

27. Heating system steam

28. Ventilation:
App. o.k. X Art. X Kind — Loc. —

29. Special prob.
Heat X Cold X Dust ✓* Lint X Humid X Fumes X
Other X

30. Strain:
Eye X Post ✓ Lift ✓* Press X Reach X Speed X Other X

31. Hazard:
Occupation ✓ sandpaper on sand drum dust, Workroom X

12-16-4

Sanitation:

31. Drinking facilities, loc. toilt rwk Conv. ✓
Bblr. X San — Tank X Cooler X Faucet ✓ Other X
Cup, common X Individ X Kind —

32. Washing facilities: If none, where wash

No.	Kind	Conv.	Cln.	Repr.	Hot w.	Soap fur	Towels Fur.	Ind	Pap	Com.	Often
1	spon sink	✓	✓	✓	X	X	X				
	" "	✓	✓	✓	X	X	X				

toilt 2nd fl
wk room 1 fl.

33. Toilets: Kind shut hopper Sep ✓ If none, arngmt —
Flush, hnd ✓ Auto. seat X Repr ✓ Plb. cl ✓ Paper ✓ Instrt X

No. T. R.	No. seats	Fl	Loc	Conv.	Scrn	Deg	Sngl St rm	Row in rm	Room ceil	Seat encl	Nat vnt o.k	Vnt oth rm.	Art vnt o.k	Lgt nat o.k	Lgt art o.k	Cl
1	11	2	wk	✓	✓	✓	X	✓	✓	X	✓	✓	—	X	✓	✓

wk room
screen but no door

Total no. seats 14 W 3 No. wmn. per seat Col. 18 wh. 10
Clng. by girls X Men X Jant. X Janitress ✓ Other X No resp X
Swept reg. ✓ Freq d Wrk. hrs ✓ Scrub reg ✓ Freq wk Wrk. hrs ✓

Service and Welfare.

34. Lunchroom, combined with X Prov. X Kind —
Loc — Equip o.k. — Cln — Lt. nat — Art — Vent. o.k. —
Prov. ~~hot~~ food, ~~drnk only~~ ✓ Cooking convncs X Supr ✓ If None wk room
milk, pie, etc.

35. Restroom, cmbd. with X Prov. X Loc — Equip. o.k. —
Cln. — Lgt. nat. — Art — Vent o.k. — Supr — If none no provision

36. Cloakroom, combined with X Prov. ✓ Loc wk 2nd fl only Conv ✓ Lkr X
Shlv. X Hngr X Wl. hk ✓ Seats ✓ Cln ✓ Lgt. nat X Art ✓
Vent. o.k. ✓ Supr ✓ If none, wk lkr X shlv X hngr X Wl. hk ✓
matron 1st fl.

37. Health Service:
Hosp. X Chg. of ✓ Dr. reg X On call ✓ 1st aid ✓ peroxide iodine, cotton
Chg. of nurse Med. exam. X Health rec. X Acc. Rec. X
Comp. ✓ Kind acc. w. 0

38. Other welfare: 0

12-16-4

FACTORY SCHEDULE, Sheet 5

39. Occupations	Seats			Foot rest		Uniform						
	Kind	Adj.	No o.k.	Kind	Need	Needed Safe	Needed San	Req. by Co	Furn. by Co	Kept by Co	Kind Girl	Misc by girls
Sit Stem	bx	x	✓	o	x							
Sender Sandpaper	st	x	✓	o	x							
" drymaker	"	x	✓	o	x							
Stand Sumpf	o	x										
Searchers	truck											
Sit or st.												

28 & 29 Vent. - dust slight thru room. Dust for workers at sand drum. May have use of respirators furnished by firm, but prefer sidecaps. Will install vent system as soon as one has been tried out elsewhere. Under advisement. Sumpers sump constantly. Some workers help after 5 P.M. Sprinkle floor for last sweeping.

30 Lift. workers lift at 5 to weigh stem. Each carry from crate of stem. 25 to 60 lbs per day, usual according to record. 150 lbs recorded in one case. Weigh 5 to 8 P.M. Have different run come first each night.

33 Light conv. All col. stemmers are on 1st floor & must go up stairs.

39 The group of searchers go among the stemmers with a big box on wheels to take the stemmed tob. from each stemmer in turn, search for bits of stem & any foreign matter they must remove & walk pushing the box, when full put on pushcart to dry rack. Here they often have a few moments rest on a box or truck while waiting for box to be emptied. Stem found by searchers are returned to stemmers.

12-16-4

TOBACCO FIRM.

1. Product: Smoking tobacco
Cigarette filling
Filling for plug
Leaf only
all yr.

2. Season: Months stemming is done. Months rehandling is done. Jan. Feb. Mar.

3. a. Kind of tobacco Burley (wh. & red), Dark

b. Process of wetting steam

4. Process:

a. Hand ~~or machine~~

b. Full length of stem. ✓ Fork stemming.

Rate 5. a. Description whether weight includes:

(1) Leaf and stem. Leaf wet or dry when weighed.

(2) Stem only. ✓

(3) Leaf without stem.

b. Designate whether pay is for:

Pound ✓

100 pounds

Number of leaves

Carot

Hour

Day

6. Bonus: ×

7. Output: Pounds per day or hour, if possible, per person.

In Pay Roll.

12-16-4

FACTORY SCHEDULE, Sheet 6

40. Occupations:

Occupations	Total no. empls.				Women						Men					
	Total	W	M	Chn	Piece		Time		T & P		Piece		Time		T & P	
					W	C	W	C	W	C	W	C	W	C	W	C
Searchers	14	14					14									
Sumpers	10	10						10								
Matron	1	1						1								
Scouch on Sand Drum	4	4						4								
Scouch Dryer	4	4						4								
Stemmers	423	144	279		15	129					27	252				
Unload & Ship	12		12											12		
Feed Unload Strip	4		4											4		
Packers	8		8										8			
Stem Brushers	5		5											5		
Softener	7		7											7		
Sort & Give out Slips out	7		7											7		
Elev Sand Drum	4		4											4		Taken around mm Dryers
Redry Mch	13		13											13		
Elevator	1		1											1		
Auto Truck	1		1											1		
Scales	1		1										1			
Cooper Shop	7		7										7			
Mill Wright Asst	1		1										1			
	527	177	350		15	129	14	19			27	252	17	54		

12-16-5
Sheet 96 not obtained

71

135

U. S. Department of Labor
WOMEN'S BUREAU
Washington

FACTORY SCHEDULE, Sheet 1

Winston

(Straptex Arch)

1. Name of factory R. J. Reynolds (R. J. Reynolds Tobacco) Address 506 Caldwell

2. Product Plug Person interviewed B. F. Perry
Position Arch Mgr

3. No. employed:

	W.	C.
Men	43	154
Women	57	49
Total	100	203

Day

	W.	C.	Total
Boys	X	X	197
Girls	X	X	106
Total	X	X	303

Night

	W.	C.
Men	X	X
Women	X	X
Total	X	X

	W.	C.
Boys	X	X
Girls	X	X
Total	X	X

4. Firms scheduled hours:

Daily: Begin 7 End 5-30 * Lunch period 1/2 Rest period 0 Total 9

Saturday " usually " 7-12 " " " " " " 5 or

Shifts " " " " " " " " " "

Regular weekly number of days 5/2 Total weekly hours 50

Shifts weekly number of periods Total shifts weekly hours

Daily: Begin End Lunch period Rest period Total

Saturday " " " " " " " " " "

Shifts " " " " " " " " " "

Regular weekly number of days Total weekly hours

Shifts weekly number of periods Total shifts weekly hours

5. Overtime or undertime 5 day wk since Jan. unusual

6. Seasonal Steady

7. Employment Policy:
Employment manager X Or centralized method X Foremen ✓
Records kept no
Labor turnover n.s. rather steady

8. Subcontract shop X Home work given out X

Date November 3 Agent Manning & Jennison

12-16-5

FACTORY SCHEDULE, Sheet 2

9. Buildings:
No. 1 Mat. Brk Entire ✓ Part —
Const. - New X Old ✓ Rmld ✓ Fair ✓ Unsafe X Other —

10. Arrangement:

	Mfg. or mech. sales, packing and shipping depts.	Off.	Lunch	Rest	1st. aid	Toilet	Dress	Wash	
	North Wing / South Wing								
B.	stock / stock								
1.	wrapper stemmers / stock / Packing Dept: taggers, pkrs, press mchs. (men & women) / greasers, mch. helpers, oper. grinders, porters, men	✓				white 1	1	1	south
2.	(a) Plug dryer (b) Filler stakers → mny oper. wrapper stemmers / mch room / women & men cappers / men mch feeders / working in teams wrapper on plug tobacco					white 1	1	1	south
3.	(a) stores (b) mch wrapper dryer (c) stemmers wrappers / Filler dry mch. / Casing mch. / machine dept. & women stem pickers on stemmer breaker mchs							1	north wing white
4.	no 4th floor in North wing / Filler stemmer dept. / 95 negro men & women					colored 1	1	1	south
5.									
6.									

11. Halls:
Indirect ✓ Cl. ✓— Nat.lt.o.k. X Art.prov. ✓ Other —

12. Stairway:

East
North 3. 4. C B A
West
c. principle

No.	Location	Open	Encl wall	Wind-ing	Nat.lt. adqt.	Art.lt. prov.	Hnd.rl o.k.	Nar	Stp	Cl	Rpr o.k.	Other
A 1	end of South wing	X	✓	X	✓	✓	✓—	X	X	✓—	✓—	—
B 1	side of North wing	✓	X	X	X	✓	✓—	✓	✓	✓—	✓—	—

13. Exits:
Outside, no. 1 Open out ✓ In X Slide X Obstruct.any exit +

14. Firescape rqd: ✓ No. 1 Well X Str. ✓ Lad. X Other + Exit, kind window

Obst. X Firewall X Door X Spklr X Extg ✓ Bkt X Hose X Other X

15. Elevators:
Passenger
No. — Guard — Oprt. — Empl.rstrct —
Freight
No. 2 Guard ✓ Optr. X Empl.rstrct can use but women seldom do.

12-16-9

FACTORY SCHEDULE, Sheet 3

Workrooms. No.

	16. Floors					17. Aisles			18. Walls				19. Ceilings				
	Loc.	Mat.	Repr	Cl	Other	Loc.	Obst.	Nar.	Loc.	Rpr.	Cl.	Lt.	Loc.	Rpr.	Cl.	Lt.	Low
South 1st floor Taggers & Pkers.	pickers Twist	wood	✓–	✓–	–	same	X	✓	same	✓–	✓–	X	same	✓–	✓–	X	X
South 2nd floor Cappers	–	wood	✓–	✓–	–	same	large truck exhausting mat.	X	same	✓–	✓–	X	same	✓–	✓–	X	X
South 3rd floor stemmers on fillers & dry		wood	✓–	✓–	–	same	X	X	same	✓–	✓–	X	same	✓–	✓–	X	X
South 4th floor fillers stemmers & laborers		wood	✓	✓	–	same	X	✓	same	✓	✓	✓	same	✓	✓	X	X
North 3rd 2nd 1st floor wrapper stemmers		wood	✓–	✓–	–	same	X	X	same	X	X	X	same	✓–	✓–	X	X

20. Light, nat. adqt. ✓ Inadqte, where 2nd flr. mch dept. pk. dept. 1st flr. Windows opaque X
Clean ✓ Modern X Curtain, loc

21. Clngd. by girls X (women sweep in stemming room) Men X Jant. X Janitress ✓ Other – No. resp. –
daily - swept wkly - scrubbed

22. Windows.						23. Work bench.					24. Art. lt. kind.				
Loc.	1 s	2 s	3 a	4 a	Sk. l	Fc.	Sd.	Bk	Ab	Misc	Adj.	Ind.	~~Tab~~ group	Ceil	Shades Kind Ind	Shades Adq
So. 1st floor		✓								✓	X	X	✓	X	X	X
So. 2nd floor				✓						✓			✓		X	–
So. 3rd floor		✓						✓					✓		X	–
So. 4th floor			✓							✓				hanging frames	X	–
North 3rd 1st	✓															
North 2nd floor	✓							✓					✓		X	–
								✓			none					

25. Glare, loc. X

26. Reflection X

27. Heating system steam

28. Ventilation:
App. o.k. X Art. ✓ on 4th Kind humidifiers Loc. on each of 8 posts in stemming dept.

29. Special prob.
Heat ✓ 82° Cold X Dust ✓ Lint X Humid ✓ Fumes ✓
Other –

30. Strain:
Eye X Post ✓ Lift X Press X Reach X Speed X Other (constant noise in pking dept. 1st floor presses & trucks.)

31. Hazard:
Occupation taggers & pkers work with metal sheets - occasional cuts - cappers work with belt driven machinery - signs up warning against scalp accidents. Few wearing caps Workroom +

12-16-5

FACTORY SCHEDULE, Sheet 4

Sanitation:

31. Drinking facilities, loc. So. Wing. 1st floor - end, 2nd floor - side, 3rd floor " 4th " No. wing 3rd, 2nd, 1st Conv. fairly
Bblr. X San — Tank X Cooler 1 on 4th flr Faucet ✓ Other
Cup, common ✓ Individ X Kind tin cup

32. Washing facilities: If none, where wash

No.	Kind	Conv.	Cln.	Repr.	Hot w.	Soap: fur	Towels: Fur.	Ind	Pap	Com.	Often
So. wing. 1st flor (1)	sink with faucet	✓	X	water standing in sink	X	X	✓			✓	"Mondays"
" " 2nd flor (1)	basin - porcelain	✓	X	✓	X	X	✓			✓	ice week
" " 4th flor (1)	sink with faucet	✓	X	✓	X	X	✓			✓	ice week
No. wing. 2nd flor (1)	sink with faucet	✓	X	✓	X	X	✓			✓	ice week

33. Toilets: Kind long hopper Sep ✓ If none, arngmt —
Flush, hnd X Auto. seat ✓ Repr fair Plb. cl fairly Paper ✓ Instrt no

No. T.R.	No. seats	Fl	Loc	Conv.	Scrn	Deg	Sngl Strm	Row in rm	Room ceil	Seat encl	Nat vnt o.k	Vnt oth rm.	Art vnt o.k	Lgt nat o.k	Lgt art o.k	Cl
Wht. Northwing (1)	1	1st	side of workroom	✓	✓	X	✓	X	✓	X	X	✓	X	X	✓	Seems swept vigorously
Wht " " (1)	1	2	" "	✓	✓	X	✓	X	✓	X	✓	X	—	✓	✓	fairly
Col. " " (1)	1	4	" "	✓	✓	X	✓	X	✓	X	✓	X	—	✓	✓	fair

Total no. seats 3 No. wmn. per seat 35
Clng. by girls ✓ Men X Jant. ✓ Janitress X Other — No resp —
Swept reg. ✓ gnlly Freq daily Wrk. hrs ✓ Scrub reg ✓ gnlly Freq wkly Wrk. hrs ✓

Service and Welfare.

34. Lunchroom, combined with — Prov. X Kind —
Loc — Equip o.k. — Cln — Lt. nat — Art — Vent. o.k. —
Prov. hot food, drnk only — Cooking convncs — Supr — If None —

35. Restroom, cmbd. with dressing room Prov. ✓ white Loc 2nd flor Equip. o.k. hooks - benches
Cln. being painted Lgt. nat. ✓ Art ✓ Vent o.k. ✓ Supr X If none —

36. Cloakroom, combined with wash room - 1st flor, meat room - 2nd flor Prov. ✓ Loc White 1st 2nd Conv ✓ Lkr X
Shlv. X Hngr X Wl. hk ✓ Seats 2nd Cln fair Lgt. nat 1st ✓ 2 X Art ✓
Vent. o.k. ✓ Supr — If none, 3rd 4th lkr X shlv X hngr X Wl. hk ✓

37. Health Service:
Hosp. X Chg. of X Dr. reg X On call ✓ 1st aid Iodine
Chg. of foreman Med. exam. X Health rec. X Acc. Rec. req. by ins. Co.
Comp. State law Kind acc. w.

38. Other welfare: X

12-16-5

FACTORY SCHEDULE, Sheet 5

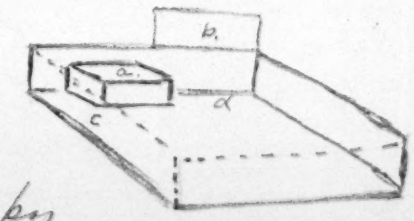
39. Occupations	Seats: Kind	Seats: Adj.	Seats: No o.k.	Foot rest: Kind	Foot rest: Need	Uniform: Needed Safe	Uniform: Req. San	Uniform: Req. by Co	Uniform: Furn. by Co	Uniform: Kept by Co	Uniform: Kept by Girl	Uniform: Kind	Uniform: Misc by girls
Sit Filler stemmers	low box	X	✓										aprons
Wrapper stemmer	low box	X	✓	X	✓								"
Tagger	stools	X	✓	X	✓								"
W & Upper classers													"
Stand Twist picker	—	—	—	—	—								"
Filly Picker	—	—	—	—	—								"
Labr	—	—	—	—	—								"
Packers	—	—	—	—	—								
Sit or st.													
Capper	stools	X	✓	table hung	X								"
(listed as tagger) Hydraulic Press operator	stool	X	✓	X	✓								"

North Wing 2nd & low

22* Few wrapper stemmers sitting on low box on concrete floor leaning up against the wall near long narrow windows — no artificial light provided — walls & ceiling dark —

28.29* Humidors provided in stemming department — blow moisture — and fresh air into room — result temperature of 82° — no instrument to measure moisture — windows open all the way thru plant but fumes strong in stemming room — Fl. 4th South wing — where 37/106 women work — and in the machine dept. Fl. 2nd South — where 31/106 women cappers work — steamer mds in that dept. stem breaking mch. 3rd floor — in small room to itself — dust partially carried off by dust collector above — operators wore protector over mouth & nose — I had goggles —

*30 stemmers — posture — sat in individual boxed in places — on a low box — a — movable — back b. nailed to siding — "not comfortable" not used by most — stems thrown at d — & leaves at c — legs spread out



12-16-5

Straters

TOBACCO FIRM.

1. Product: Smoking tobacco

Cigarette filling

Filling for plug ✓

2. Season: Months stemming is done. all year round Months rehandling is done.

3. a. Kind of tobacco Kentucky Burley. Dark. Virginia. Green River.

b. Process of wetting steaming & spraying

4. Process:

a. Hand or machine hand

b. Full length of stem. ✓ Fork stemming. X

Rate 5. a. Description whether weight includes:

(1) Leaf and stem. Leaf wet or dry when weighed.

(2) Stem only. ✓ Fillers stemmers

(3) Leaf without stem. ✓ Wrapper stemmers

b. Designate whether pay is for:

Pound

100 pounds of leaf- wrapper stemmers. of stem-filler stemmers.

Number of leaves

Carot

Hour

Day

6. Bonus: X

7. Output: Pounds per day or hour, if possible, per person. 40 lbs. filler stemming 60 lbs. wrapper stemming

Rate: (1) Wrapper stemmers pd. per 100 lbs of leaf
- 2 3/4 Mule grade 6 - 8 in. leaf → Kentucky Burley, Virginia
- 2 1/2 10-12 inch leaf → Dark Burley
- 2 Cup + Handspike 10 in. leaf → Green River, Dark Burley

(2) Filler stemmers. pd. per 100 lbs of stem.
- 6¢ now 5 1/2 mule grade 6 in leaf → Kentucky Burley, Virginia.
- 4 1/2¢ now 4 → Dark Burley
- 4 1/2¢ now 4 Cup + Handspike 6-7 in. leaf → Green River, Dark Burley

12-16-5

FACTORY SCHEDULE, Sheet 6

40. Occupations:

Occupations	Total no. empls. Total	W	M	Chn	Women Piece W	Piece C	Time W	Time C	T & P W	T & P C	Men Piece W	Piece C	Time W	Time C	T & P W	T & P C
N. 2nd 3rd Floor Wrapper Stemmer	16	8	8		8						5	3				
S. 4th Filler Stemmer	95	34	61			34						61				
S. 4th Filler Picker	7	7	6					7						6		
S. 3rd & 2nd Labor	50	8	42					8					4	38		
N. 2nd Wrapper Classer	3	3					3									
So. 2nd Machine Feeder	15		15								1	14				
So. 2nd Cappers	43	31	12		31						10	2				
So. 2nd Receivers	4		4										4			
So. 1st Greasers	6		6									6				
So. 1st Shape Hands	12		12									12				
So. 1st Liners out (Presser)	9		9										9			
So. 1st Taggers	10	10					10									
So. 1st Packers	4	4					4									
So. 1st Twist Pickers	1	1					1									
So. 1st Potters	6		6											6		
So. 1st Gummers	6		6											6		
Foremen	10		10										10			
	303	106	197													
					39	34	18	15								

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12-16-6

135

U. S. Department of Labor
WOMEN'S BUREAU
Washington

FACTORY SCHEDULE, Sheet 1

Simulle

1. Name of factory Lasilliard Address Walnut St
Person interviewed Mr Mausen

2. Product Leaf & Chewing Tob Position Supt

3. No. employed:

	W.	C.
Men	226	1
Women	238	249
Total	564	250

Day

	W.	C.	Total
Boys			227
Girls			487
Total			714

Night

	W.	C.
Men		
Women		
Total		

	W.	C.
Boys		
Girls		
Total		

4. Firms scheduled hours:

Daily: Begin 7 30 End 5 Lunch period 2 Rest period Total 9

Saturday " 7 30 " 12 30 " " " " " " 5

Shifts " " " " " " " " " " "

Regular weekly number of days 5 1/2 Total weekly hours 50

Shifts weekly number of periods Total shifts weekly hours

Daily: Begin End Lunch period Rest period Total

Saturday " " " " " " " " " " "

Shifts " " " " " " " " " " "

Regular weekly number of days Total weekly hours

Shifts weekly number of periods Total shifts weekly hours

5. Overtime or undertime X Much of the day sometimes
Increase of work down

6. Seasonal No - May busy in the Spring "Other Dept Steady

7. Employment Policy:
Employment manager X Or centralized method X Foremen X
Records kept X Centralized
Labor turnover X

8. Subcontract shop X Home work given out X

Date Oct 23 1921 Agent E Buchan

9. Buildings:
No. 2 Mat. Brick Entire ✓ Part —
Const. - New — Old — Rmld — Fair ✓ Unsafe — Other —

10. Arrangement:

	Mfg. or mech. sales, packing and shipping depts.	Off.	Lunch	Rest	1st. aid	Toilet	Dress	Wash
B.								
1.	Spinning, Mech Stoke Power	✓						
2.	Beds, Stone, Drying					2	2	
3.	Curing Mech Stone					1	1	
4.	Coverings & Lining							
5.								
6.								

11. Halls: 0
Indirect — Cl. — Nat.lt.o.k. — Art.prov. — Other —

12. Stairway:

No.	Location	Open	Encl wall	Wind-ing	Nat.lt. adqt.	Art.lt. prov.	Hnd.rl o.k.	Nar	Stp	Cl	Rpr o.k.	Other
2	Entrance & Exit	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	—
2	Exit	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	—

13. Exits:
Outside, no. — Open out — In 3 Slide ✓ Obstruct.any exit ✓

14. Firescape rqd: — No. 4 Well — Str. — Lad. — Other 2 Exit, kind —

Obst. — Firewall ✓ Door — Spklr — Extg — Bkt — Hose — Other ✓

15. Elevators:
Passenger
No. 0 Guard — Oprt. — Empl.rstrct —
Freight
No. — Guard — Optr. — Empl.rstrct —

Workrooms. No. 9

16. Floors					17. Aisles			18. Walls				19. Ceilings				
Loc.	Mat.	Repr	Cl	Other	Loc.	Obst.	Nar.	Loc.	Rpr.	Cl.	Lt.	Loc.	Rpr.	Cl.	Lt.	Low
2,3,4 fl.	wd	✓	✓	—	on	X	X	on	✓	✓	✓	on	✓	✓	✓	X

20. Light, nat.adqt. X Inadqte, where _____ Windows opaque X
Clean ✓ Modern X Curtain, loc so side

21. Clngd. by girls X Men X Jant. X Janitress X Other X No.resp. X

22. Windows.						23. Work bench.					24. Art. lt. kind.					
Loc.	1 s	2 s	3 a	4 a	Sk. l	Fc.	Sd.	Bk	Ab	Misc	Adj.	Ind.	Tab group	Ceil	Shades Kind	Shades Adq Ind.
Leaf Dept																
3d mch Stan		✓				✓					X	X	X	✓	X	X
2nd hand Bank		✓				✓					X	X	X	✓	X	X
2nd fl Dry-		✓								✓	X	X	X	✓	X	X
4th Stand	✓						✓				X	X	X	✓	X	X
2fl K St	✓					✓					X	X	X	✓	X	X
Rey dr Nut Dept																
4th Sanders		✓				✓½		✓½			X	X	X	✓	X	X
3d St. Room			✓			✓		✓			X	X	X	✓	X	X
2d mch Back			✓							✓	X	X	X	✓	X	X

* So side of shades drawn

25. Glare, loc. _____

26. Reflection _____

27. Heating system _____

28. Ventilation:
App. o.k. X Art. ✓ Kind windows in working room Loc. X

29. Special prob.
Heat X Cold X Dust ✓ Lint X Humid ✓ Fumes X
Other X In these two rooms effect was choking on entering room partly dust partly fumes from steam

30. Strain:
Eye X Post _____ Lift X Press X Reach X Speed X Other X

31. Hazard:
Occupation X Workroom _____

Sanitation:

31. Drinking facilities, loc. wkroom Conv. ✓
Bblr. ✓ San ✗ Tank ✓ Cooler ✗ Faucet ✗ Other ✗
Cup, common at tanks Individ ✗ Kind ✗

32. Washing facilities: If none, where wash

No.	Kind	Conv.	Cln.	Repr.	Hot w.	Soap fur	Towels Fur.	Ind	Pap	Com.	Often
all work rooms	water tankers, cleaning out only, cold water faucet	✓	✓	✓	✓	✗	✗				

33. Toilets: Kind we, and latrine Sep latrine If none, arngmt —
Flush, hnd ✗ Auto. seat — * Repr ✓ Plb. cl ✗ Paper ✗ Instrt ✗

No. T. R.	No. seats	Fl	Loc	Conv.	Scrn	Deg	Sngl St rm	Row in rm	Room ceil	Seat encl	Nat vnt o.k	Vnt oth rm.	Art vnt o.k	Lgt nat o.k	Lgt art o.k	Cl
1	4	2nd	Hdwk	✓ *	✓	✗	✗	✓	✓	✓	✓	✗	—	✓	✓	✓
1	6	2nd	"	✓	✓	✗	✗	✓	✓	✓	✓	✗	—	✗	✓	✓
1	8	2d	"	✓	✓	✗	✗	✓	✓	✓	✓	✗	—	✓	✓	✓

* Just for col. in conjunction for some. Must go length of building and com. to 2nd floor

Total no. seats 4 col 4 wh No. wmn. per seat white 17 col. 62
Clng. by girls ✗ Men ✗ Jant. ✗ Janitress ✓ Other ✗ No resp ✗
Swept reg. — Freq — Wrk. hrs — Scrub reg ✓ Freq wk Wrk. hrs ✓

Service and Welfare.

34. Lunchroom, combined with — Prov. ✗ Kind —
Loc — Equip o.k. — Cln — Lt. nat — Art — Vent. o.k. —
Prov. hot food, drnk only ✗ Cooking convncs ✗ Supr — If None wkroom

35. Restroom, cmbd. with — Prov. ✗ Loc — Equip. o.k. —
Cln. — Lgt. nat. — Art — Vent o.k. — Supr — If none — cloak

36. Cloakroom, combined with ✗ Prov. ✓ Loc 2d " Conv ✓ Lkr ✗
Shlv. ✓ Hngr ✗ Wl. hk ✓ Seats ✓ Cln ✓ Lgt. nat ✓ Art ✓
Vent. o.k. ✓ Supr ✗ If none, — lkr ✗ shlv ✗ hngr ✗ Wl. hk ✓

37. Health Service:
Hosp. ✗ Chg. of ✗ Dr. reg ✗ On call — 1st aid ✓
Chg. of — Med. exam. ✗ Health rec. ✗ Acc. Rec. ✗
Comp. — Kind acc. w. —

38. Other welfare: Lucas worker dies in forms service

Peanut Dept

39. Occupations	Seats			Foot rest		Uniform						
	Kind	Adj.	No o.k.	Kind	Need	Needed Safe	San	Req. by Co	Furn. by Co	Kept by Co	Girl	Kind	Misc by girls
Sit Weighers													
Shipators													
Bill girls													
Scrap table													
Stand Bill Stack													
Punchers													
Lady wife													
Inspect													
Sit or st. Carat													
Sample													
Mind Stamp													
Check													
Wrap													

Automobile Packing was conducted in a room of 5 girls. 2 Weighers put in hopper 2 oz. of nut, 1 operator placed bags on the arms that carried them under the hopper. 1 Puncher weighed each bag & packed in cartons all that were correct, 1 table girl adjusted by hand bags over or under weight.

Stamp Minder, Checker & Wrapper were not seen in day of inspection so report was not obtained. Walking or standing jobs

Leaf Dept

FACTORY SCHEDULE, Sheet 5

39. Occupations	Seats			Foot rest		Uniform						
	Kind	Adj.	No o.k.	Kind	Need	Needed Safe	Needed San	Req. by Co	Furn. by Co	Kept by Co	Kept by Girl	Kind	Misc by girls
Sit Knitters	ok												
Mrs "	Stool												
Loaders	Stool												
Stand Trucking													
Jumpers													
Porter													
Sit or st.													
Feeders	X												
Drum not													

sun day of inspection,

Feeders on day of inspection were stacking from skanning mch. blanketing, 2 feeding re dryer, landing and 2 feeding thru openings in floor sitting on floor,

Peachmut Dept

40. Occupations:

Occupations	Total no. empls. Total	W	M	Chn	Women Piece W	Piece C	Time W	Time C	T & P W	T & P C	Men Piece W	Piece C	Time W	Time C	T & P W	T & P C
Cooking	6		6										6			
Switchboard	5		5										5			
Elev	1		1										1			
Nut Opener	12		12										12			
Cut Mch	2		2										2			
Oiler	1		1										1			
Cooler	1		1										1			
Cooper	2		2										2			
Bulk room	15		15										15			
Dump Helper	1		1										1			
Ticket man	1		1										1			
Packers	3		3										3			
Furniture	2		2										2			
Mch	2		2										2			
Repairer	2		2										2			
Parcels	8		8										8			
Sweepers	3		3										3			
Pres Foreman	1		1										1			
Assist Foreman	1		1										1			
Foreman Mk	3		3										3			
Jacks	5		5										5			
	77		77										77			
Total Both Shops	203	126	77				126						77			
Peachmut Dept																

Machine Dept

40. Occupations:

Occupations	Total no. emplo. Total	W	M	Chn	Women Piece W	Piece C	Time W	Time C	T & P W	T & P C	Men Piece W	Piece C	Time W	Time C	T & P W	T & P C
Tare	1	1					1									
Belt Sewers	10	10					10									
Weighers	39	39					39									
Operators	21	21					21									
Punchers	19	19					19									
Table Girls	21	21					21									
Carton Mk	4	4					4									
Inspect	2	2					2									
Wrap	2	2					2									
Canal Stand	1	1					1									
Mend "	1	1					1									
Clerks	1	1					1									
Scrap Table	1	1					1									
Sweep	3	3					3									
	126	126					126									

Men Next Sheet

TOBACCO FIRM.

1. Product: Smoking tobacco ✓

~~Cigarette filling~~

~~Filling for plug~~

Chewing, not plug

2. Season: Months stemming is done. all yr ✓ Months rehandling is done. Re drying Dec. to May

3. a. Kind of tobacco Conn Seed Wis Seed Burley & Green River

b. Process of wetting Steaming

4. Process:

a. Hand or machine both.

b. Full length of stem. ✓ Fork stemming. ——

Rate 5. a. Description whether weight includes:

(1) Leaf and stem. Leaf wet or dry when weighed.

(2) Stem only. ✓

(3) Leaf without stem.

b. Designate whether pay is for:

Pound

100 pounds ✓

Number of leaves

Carot

Hour

Day

6. Bonus: None

7. Output: Pounds per day or hour, if possible, per person.

Could give no estimate See cents. on Pay Rolls

Holidays Not Paid for - New Year, Dec. Day, July 4th, Labor Day, Elec. Day, Thanks, Christmas,

No 32 made on talah given because records were such as to involve too much work. Firm willing to give information & taking of records tried.

40. Occupations:

Occupations	Total no. empls.				Women								Men							
	Total	W	M	Chn	Piece		Time		T & P				Piece		Time		T & P			
					W	C	W	C	W	C			W	C	W	C	W	C		
Feeders	10	10						10												
Hand Stem	307	274	33		73	201							33							
Mch Stem	18	18						18												
Searchers	37	37					37													
Box Girl (Truck)	12	12						12												
Relief Girl	1	1						1												
Drum	1	1						1												
Sweepers	6	6					1	5												
Porter	2	1	1					1								1				
Fore	11	1	10				1								10					
Eng & Boiler Room	11		11												11					
Night Watch	2		2												2					
Door Keeper	1		1												1					
Coopers	6		6												6					
other than Stemmers: Mch Stem Room	4		4												4					
H. St. Room	8		8												8					
Press Room	14		14												14					
Scrap Room	12		12												12					
Cooper Shop	16		16												16					
Mch Room	2		2												2					
Warehouse	25		25												25					
Re handling	5		5												5					
	511	361	150		73	201	39	48					33		116	1				
Total Buchmut Dept	203	126	77				126								77					
Grand Total	714	487	227		73	201	165	48					33		193	1				

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73 12-16-7

U. S. Department of Labor
WOMEN'S BUREAU
Washington

FACTORY SCHEDULE, Sheet 1

1. Name of factory Part of American Tobacco Co National Tobacco Co Address 18th & Broadway Louisville
Person interviewed Mr. Doerhofer
2. Product Plug Chewing Tobacco Position Superintendent

3. No. employed:

	W.	C.
Men	358	37
Women	176	
Total	534	

Day

	W.	C.	Total
Boys			395
Girls			176
Total			571

Night

	W.	C.
Men		
Women		
Total		

	W.	C.
Boys		
Girls		
Total		

4. Firms scheduled hours:

Daily: Begin 7.00 End 5.30 Lunch period 30 m Rest period ____ Total 10 hr

Saturday " 7.00 " 12.00 " " ____ " " ____ " 5

Shifts " ____ " ____ " " ____ " " ____ " ____

Regular weekly number of days 5½ Total weekly hours 55

Shifts weekly number of periods ____ Total shifts weekly hours ____

(Pay cards say taggers' week was 52 hrs. & some others 49 and others still 60 & pulsters)

Daily: Begin ____ End ____ Lunch period ____ Rest period ____ Total ____

Saturday " ____ " ____ " " ____ " " ____ " ____

Shifts " ____ " ____ " " ____ " " ____ " ____

Regular weekly number of days ____ Total weekly hours ____

Shifts weekly number of periods ____ Total shifts weekly hours ____

5. Overtime or undertime A great deal of undertime in stemming dept. Many weeks stemmers lost work 2 or 3 days per week. All depts. quit at 5.00 and 5.30 is regular closing time. Paid for 10 hr daily.

6. Seasonal Usually close month or 6 wks in most depts at Christmas. Close in Oct. and continue closed until about middle Jan.

7. Employment Policy:
Employment manager X Or centralized method X Foremen ✓
Records kept Yes, see sample
Labor turnover No figures

8. Subcontract shop X Home work given out X

Date Oct 24, 1921 Agent M. H. Turner & E. Knowles

12-16-7

FACTORY SCHEDULE, Sheet 2

9. Buildings:
No. 2 connected by inside doors. Mat. brick Entire ✓ 5 stories both buildings Part ✗
Const. - New — Old ✓ Rmld — Fair — Unsafe ____ Other good

10. Arrangement:

	Mfg. or mech. sales, packing and shipping depts.	Off.	Lunch	Rest	1st. aid	Toilet	Dress	Wash
B. both bldg	no women this floor store room + unpacking							
1. both bldg	women on this floor moulding, labeling, packing	✓			✓	✓	✓	✓
2. 17th St. bldg / 18th St. bldg	packing + unpacking women this floor					✓	✓	✓
3. 17th St. bldg / 18th St. bldg (women this floor)	wrapping, cutting + packing stem + selecting machine					✓	✓	✓
4. both bldg	no women curing + drying							
5. both bldg	no women cooking + mixing + wrapping							
6.								

11. Halls:
Indirect direct Cl. ✓ Nat.lt.o.k. ✓ Art.prov. ✓ Other ____

12. Stairway:

No.	Location	Open	Encl wall	Wind-ing	Nat.lt. adqt.	Art.lt. prov.	Hnd.rl o.k.	Nar	Stp	Cl	Rpr o.k.	Other
1	in tower at side 18th St. bldg	✓	bk	✗	✓	✓	✓	✗	✗	✓	✓	
1	in tower at side 17th St. bldg	✓	bk	✗	✓	✓	✓	✗	✗	✓	✓	

13. Exits:
Outside, no. 3+ Open out ✓ In ✗ Slide ✗ Obstruct.any exit ✗

14. Firescape rqd: ✓ No. 1 Well ✗ Str. ✗ Lad. ✗ Other chute Exit, kind door

Obst. ✗ Firewall ✓ Door ✓ Spklr ✓ Extg ✗ Bkt ✗ Hose ✗ Other ✗

15. Elevators:
Passenger
No. ____ Guard ____ Oprt. ____ Empl.rstrct ____
Freight
No. 1 Guard ✓ Optr. ✗ Empl.rstrct ✓ forbidden use of

12-16-7

FACTORY SCHEDULE, Sheet 3

Workrooms. No. 5

* 16. Floors					17. Aisles			18. Walls				19. Ceilings				
Loc.	Mat.	Repr	Cl	Other	Loc.	Obst.	Nar.	Loc.	Rpr.	Cl.	Lt.	Loc.	Rpr.	Cl.	Lt.	Low
all fls	w	✓	✓		all fls	X	X	all	✓	✓	✓	all	✓	✓	✓	X

20. Light, nat. adqt. ✓ Inadqte, where X Windows opaque X
Clean ✓ Modern X Curtain, lo X

21. Clngd. by girls X Men X Jant. ✓ Janitress X Other X No. resp.
scrubbed daily

22. Windows.						23. Work bench.					24. Art. lt. kind.					
Loc.	1 s	2 s	3 a	4 a	Sk. l	Fc.	Sd.	Bk	Ab	Misc	Adj.	Ind.	Tab group	Ceil	Shades Kind Ind.	Shades Adq
1st fl			✓				✓	✓					✓	X	dir	X
2nd		✓	✓			Fur	✓	✓			X	✓	✓	X	dir	✓
3rd		✓	✓				✓	✓					✓	X	dir	✓

Bldg. symmetrical same windows condition throughout each floor

25. Glare, loc. Would be glare from unshaded lights on 1st floor.

26. Reflection 0

27. Heating system steam radiators around walls in all parts

28. Ventilation:
App. o.k. ✓ for Women & men Art. 0 Kind Loc.

29. Special prob.
Heat X Cold X Dust X Lint X Humid X Fumes X
Other Strong odor of cooking licorice, steamed tobacco & sugar at times was quite sickening

* 30. Strain:
Eye ✓ Post X Lift X Press X Reach X Speed X Other 1

* 31. Hazard:
Occupation unguarded belts & wheels on machine packing Workroom 0

12-16-7

FACTORY SCHEDULE, Sheet 4

Sanitation:

31. Drinking facilities, loc. in each work room Conv. ✓
Bblr. ✓ San ✗ Tank — Cooler ✓ Faucet ✗ Other —
Cup, common — Individ — Kind —

32. Washing facilities: If none, where wash

No.	Kind	Conv.	Cln.	Repr.	Hot w.	Soap fur	Towels Fur.	Ind	Pap	Com.	Often
17th st bldg 3rd fl 6	white enam basins	✓	✗	✓	✗	✗	✗				
18th st bldg 2nd fl 5	" " "	✓	✗	✓	✗	✗	✗				
17th st bldg 1st fl 1	" " basin	✓	✗	✓	✗	✗	✗				

33. Toilets: Kind ~~usual type~~ Sep ✓ If none, arngmt —
Flush, hnd ✓ one room Auto. ~~seat~~ Repr ✓ Plb. cl ✗ Paper ✗ Instrt ✗

No.T.R.	No. seats	Fl	Loc	Conv.	Scrn	Deg	Sngl Strm	Row in rm	Room ceil	Seat encl	Nat vnt o.k.	Vnt oth rm.	Art vnt o.k.	Lgt nat o.k.	Lgt art o.k.	Cl
1	6	3rd	hall	✓	✓	✓	✗	✓	✓	✗	✗+	✗	✗	✓	✓	✗
1	5	2nd	hall	✓	✓	✓	✗	✓	✓	✗	✗+	✗	✗	✓	✓	✗
1	2	1st	wk.room	✓	✓	✓	✓	✗	✓	✓	✓	✗	✗	✓	✓	✗

Total no. seats 14 No. wmn. per seat 12+
Clng. by girls ✗ Men ✗ Jant. ✗ Janitress ✓ Other — No resp —
Swept reg. ✓ Freq daily Wrk. hrs ✓ Scrub reg ✓ Freq wkly Wrk. hrs ✓

Service and Welfare.

34. Lunchroom, combined with — Prov. ✗ Kind —
Loc — Equip o.k. — Cln — Lt. nat — Art — Vent. o.k. —
Prov. hot food, drnk only ✗ Cooking convncs ✗ Supr — If None go out or eat at work place

35. Restroom, cmbd. with — Prov. ✗ Loc — Equip. o.k. —
Cln. — Lgt. nat. — Art — Vent o.k. — Supr — If none go downstairs

36. Cloakroom, combined with ✗ Prov. ✓ Loc ~~workroom~~ 2nd + 3rd fl. Conv ✓ Lkr ✗
Shlv. ✓ Hngr ✓ Wl. hk ✓ Seats ✗ Cln ✓ Lgt. nat ✗ Art ✓
Vent. o.k. ✗ Supr ✓ If none, — lkr — shlv — hngr — Wl. hk —

37. Health Service:
Hosp. ✗ Chg. of ✗ Dr. reg ✗ On call ✓ 1st aid ✓
Chg. of nurse Med. exam. ✗ Health rec. ✗ Acc. Rec. ✗
Comp. State Compensation Law Kind acc. w. cuts, crushed fingers etc

38. Other welfare: none

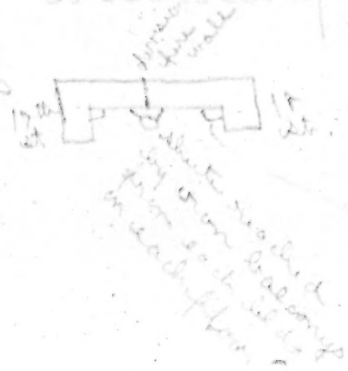
12-16-7

39. Occupations	Seats			Foot rest		Uniform						
	Kind	Adj.	No o.k.	Kind	Need	Needed Safe	Needed San	Req. by Co	Furn. by Co	Kept by Co	Kept by Girl	Kind	Misc by girls
* Sit stemmers	stools	×	✓	×	×								
satisfactory machine	stools	×	✓	×	×								
Stand machine feeders	0		×	—	—								
Taggers	0		×	—	—								
Sit or st.													
selectors	stools	×	✓	—	—								
plus workbrush	"	×	✓	—	—								
packers & all lift	"	×	✓	—	—								

* The stools for the stem rers were little more than foot stools. They were about 1 in. in height and about ft square.

The other stools mentioned were the usual stool found in factories, round seat, no back.

National Tobacco Co. 18th & 9 Broadway.
12-16-7

14. The building was very large and shaped like this 

The stairs could be entered from each floor from either side of the building. Each was about 3 or 4 ft thick with a sliding iron fire door on either side of wall on all floors.

30.* The girls on 1st floor would be exposed to strain on eyes because of the unshaded lights.

31.* On the machines wrapping and weighing cut plugs of tobacco were several unguarded belts, and moving pulley wheels exposed in aisles. On a carton making machine in same section was a large exposed wheel, also several belts. These belts were about 4 in wide and moved rather fast. Agents was warned to look out for belts + wheels.

Note 32 + 33 continued after 36 on next page

33* The toilets here were very bad. On 3rd + 2nd floors they were of the latrine type, automatically flushing every 2 min. They were very unsanitary, smelly, and if anything was wrong with water supply did not flush when supposed to. The odor from them could be noticed outside of room in hallway when door was shut. The floors of toilet rooms were clean but plumbing was not. All wooden seats were not in repair.

National Tobacco Co.

12-16-7

16.* The floors of the work rooms were so clean as to be worthy of note. Scrubbed each evening with hot water.

Toilets seemed a terrible contrast to this cleanliness of work rooms. See note on other page. Number 83*

86
1st floor cloakroom:

Women on 1st floor were hung on walls at toilet rooms. Wall brackets & hangers. Fair ventilation outside windows. Artificial lights. Fairly clean, no seats. Natural light O.K.

82 & 83. The toilet & wash rooms combined on the 3rd & 2nd floors would be convenient for only half of the girls, as on the 3rd floor they were in the 17th bldg and on the 2nd floor on the 18th st side of bldg on each floor the girls would be compelled to walk the whole length of a long workroom into the other section of building to reach wash room. On first floor the same conditions prevailed the toilet and wash room located in one section of building. Though fewer girls worked in opposite end of building on this floor than on 2nd & 3rd

12-16-7

Note

Impossible to make a complete sheet on steamers here as they worked very irregularly some times only 2 or 3 boys per day.

Colored supt. for state on steamers when we were doing the front and he said the steamers were so irregular as would not be of much use to us.

Tell Miss Spring to keep the National Tobacco yellow cards in Louisville until I get back as I can get some of the boys from them and perhaps be able to fill up some of the items on the sheet.

M. H. G.

40. Occupations:

Occupations	Total no. emplo. Total	W	M	Chn	Women Piece W	Piece C	Time W	Time C	T & P W	T & P C	Men Piece W	Piece C	Time W	Time C	T & P W	T & P C	
Stemmers		19			19												
pickers		14			14												
wrappers		33			33												
Spinner		1			1												
Packet stamp		40					40										
Tagging		29			29												women making by hand
Boxing + mailing		40			7		33										
Trucking			31										16	15			
Packing			11										11				
Wrapping			29										24	5			
wrapping			8								8						
sweepers			5										1	4			
Machinists			4										4				
Seal roller			4								4						
Seal searchers			4										4				
Wrapper boxer			5										5				
Wrapping + tag			30										30				
Press + mould			6										6				
Packers boxers																	
+ mailers			49										49				
Spinners			12								12						
Scrap			5										5				
Store room			17										17				
Shipping			71										71				
Miscellaneous			69										56	13			
Stemming			3								3						
Wrapper + Pick			14								14						

73

74

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135

U. S. Department of Labor
WOMEN'S BUREAU
Washington

FACTORY SCHEDULE, Sheet 1

LOUISVILLE

1. Name of factory Lustrigs & Bros, Address [illegible]
Person interviewed Mr D. H. Yeamans
2. Product Smoking tobacco Position Supt

3. No. employed:

	W.	C.
Men	47	68
Women	168	32
Total	215	100

Day

	W.	C.	Total
Boys			115
Girls			200
Total			315

Night

	W.	C.
Men		
Women		
Total		

	W.	C.
Boys		
Girls		
Total		

4. Firms scheduled hours:

Daily: Begin 7 End 5.30 Lunch period 1/2 hr Rest period ____ Total 10

Saturday " 7 " 12 " " ____ " " ____ " 5

Shifts " ____ " ____ " " ____ " " ____ " ____

Regular weekly number of days 5½ Total weekly hours 55

Shifts weekly number of periods ____ Total shifts weekly hours ____

Daily: Begin ____ End ____ Lunch period ____ Rest period ____ Total ____

Saturday " ____ " ____ " " ____ " " ____ " ____

Shifts " ____ " ____ " " ____ " " ____ " ____

Regular weekly number of days ____ Total weekly hours ____

Shifts weekly number of periods ____ Total shifts weekly hours ____

5. Overtime or undertime Sometimes only 4 or 4½ days a week. Varies with amount of work. Recessment time has been cut

6. Seasonal X

7. Employment Policy:
Employment manager X Or centralized method X Foremen ✓
Records kept X
Labor turnover X

8. Subcontract shop X Home work given out X

Date Nov 21, 1921 Agent Benham

12-16-6

FACTORY SCHEDULE, Sheet 2

9. Buildings: women in one only one inspected

No. 3 Mat. fr. Entire ✓ Part —

Const. - New X Old X Rmld X Fair OK Unsafe X Other X

10. Arrangement:

	Mfg. or mech. sales, packing and shipping depts.	Off.	Lunch	Rest	1st. aid	Toilet	Dress	Wash
B.								
1.	Ship & Pick		1			1	1	1 wh
2.	Pack in small packs & cartons					1		1 wh
3.	Cut & Dyeing					1	1	1 wh
4.	Mfg. and metal work							
5.	" " "							
6.	Cotton - drying & baling							
7. Shipping	Part of bldg. only; Mfg. included above					1	1	1 wh

11. Halls:

Indirect ____ Cl. ____ Nat.lt.o.k. — Art.prov. ____ Other ____

12. Stairway:

No.	Location	Open	Encl wall	Wind-ing	Nat.lt. adqt.	Art.lt. prov.	Hnd.rl o.k.	Nar	Stp	Cl	Rpr o.k.	Other
1	Int. entr.	X	Pr	X	✓	✓	✓	X	X	✓	✓	X

Hand rails are attached on stair way and are rounded at the floor except when there is snow on the stairs

13. Exits:

Outside, no. 3+1 h elevator. Stair may be entered thru elevator when not in use Open out X In / Slide 2+1 fire escape Obstruct. any exit X

14. Firescape rqd: ✓ No. 2 Well X Str. / Lad. X Other / Exit, kind door solid to ground, iron spiral chute to stairs, toilet & elevator

Obst. X Firewall X Door ✓ Spklr ✓ Extg X Bkt ✓ Hose X Other X

15. Elevators:

Passenger

No. 0 Guard — Oprt. — Empl.rstrct —

Freight

No. 1 Guard ✓ Optr. ✓ Empl.rstrct ✓

12-16-8

Workrooms. No. 3

16. Floors					17. Aisles			18. Walls				19. Ceilings				
Loc.	Mat.	Repr	Cl	Other	Loc.	Obst.	Nar.	Loc.	Rpr.	Cl.	Lt.	Loc.	Rpr.	Cl.	Lt.	Lo
6, 3 & 2	wd	✓	✓	X	all	X	X	all	✓	✓+	✓+	all	✓	✓+	✓+	X

20. Light, nat. adqt. ✓ Inadqte, where X Windows opaque X
Clean ✓ Modern X Curtain, loc X

21. Clngd. by girls ✓– Men ✓– Jant. ✓– Janitress ✓– Other X No. resp. X
gener nun
swept daily with his [illegible] with the sweep [illegible]

22. Windows.						23. Work bench.					24. Art. lt. kind.				
Loc.	1 s	2 s	3 a	4 a	Sk. l	Fc.	Sd.	Bk	Ab	Misc	Adj.	Ind.	Tab group	Ceil	Shades Kind Ind.	Shades Adq
6	–	✓	–	–	–	X	X	X	X	✓	X	X	X	✓	X	none

25. Glare, loc. none at time of inspection. Passerelle [illegible] windows are turning

26. Reflection X

27. Heating system steam

28. Ventilation:
App. o.k. ✓ Art. ✓ Kind not always admitted and drawn thru spray of water & blown thru room Loc. 2nd fl.
Room outside Mixed & cooled & kept in circulation

29. Special prob.
Heat X Cold X Dust X Lint X Humid X Fumes X
Other X

30. Strain:
Eye X Post ✓ Lift X Press ✓ Reach X Speed ✓ Other X
sit & stand for lifting much for release on stamping & in [illegible] lifting up of work

31. Hazard:
Occupation X Workroom unguarded belts on packing mch. not mem. operator but on aisle

12-16-8

FACTORY SCHEDULE, Sheet 4

Sanitation:

31. Drinking facilities, loc. wk room Conv. ✓
Bblr. ✓ San X Tank X Cooler X Faucet X Other X
Cup, common X Individ X Kind X

32. Washing facilities: If none, where wash

No.	Kind	Conv.	Cln.	Repr.	Hot w.	Soap fur	Towels Fur.	Ind	Pap	Com.	Often
	"										
4	for locals	✓	X	✓	X	X	X				
2	wrm sink	✓	✓	✓	X	X	X				

33. Toilets: Kind [illegible] Sep ✓ If none, arngmt —
Flush, hnd ✓ Auto. seat X Repr ✓ Plb. cl X Paper ✓ Instrt X

No. T. R.	No. seats	Fl	Loc	Conv.	Scrn	Deg	Sngl St rm	Row in rm	Room ceil	Seat encl	Nat vnt o.k	Vnt oth rm.	Vnt o.k	Nat o.k	Art o.k	Lgt nat	Lgt art	Cl
1	2	1	wk	X	X	✓	X	✓	✓	X	✓	X	X	✓	✓	✓	✓	col
1	3	3	"	✓	✓	✓	X	✓	✓	✓	✓	X	X	✓	✓	✓	✓	col
1	3	2	"	✓	✓	✓	X	✓	✓	✓	✓	X	X	✓	✓	✓	✓	wk
1	3	1½	stair	✓	✓	✓	X	✓	✓	✓	✓	X	X	✓	✓	✓	✓	wk

Total no. seats 11 No. wmn. per seat wk 28 col 3d fl 2 - at 7 to fl 14
Clng. by girls X Men X Jant. ✓ Janitress ✓ Other X No resp X
Swept reg. ✓ Freq d Wrk. hrs ✓ Scrub reg d Freq d Wrk. hrs ✓

Service and Welfare.

34. Lunchroom, combined with wk Prov. ✓ Kind Cafeteria
Loc 1st Equip o.k. ✓ Cln ✓ Lt. nat ✓ Art ✓ Vent. o.k. ✓
Prov. hot food, drnk only ✓ Cooking convncs X Supr ✓ If None col wk rm

35. Restroom, cmbd. with X Prov. X Loc — Equip. o.k. —
Cln. — Lgt. nat. — Art — Vent o.k. — Supr — If none see below

36. Cloakroom, combined with lunch Prov. ✓ Loc 1st Conv ✓ Lkr X
Shlv. ✓ Hngr X Wl. hk ✓ Seats ✓ Cln ✓ Lgt. nat ✓ Art ✓
Vent. o.k. ✓ Supr ✓ If none, col w lkr X shlv X hngr X Wl. hk ✓

37. Health Service:
Hosp. X Chg. of — Dr. reg — On call ✓ 1st aid ✓
Chg. of NR Med. exam. X Health rec. X Acc. Rec. X
Comp. ✓ Kind acc. w. rare, finger burned

38. Other welfare: 0

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FACTORY SCHEDULE, Sheet 5

39. Occupations	Seats			Foot rest		Uniform						
	Kind	Adj.	No o.k.	Kind	Need	Needed Safe	San	Req. by Co	Furn. by Co	Kept by Co	Girl	Kind	Misc by girls
Sit	st	×	✓	o	✓								
Number	st	×	✓	o	✓								
kinds	st	×	✓	o	✓								
here													
Stand	o			×	×								
Can kept *	o			×	×								
hot Chute	o			×	×								
clamp	o			×	×								
carter pads													
Sit or st.													

* Colored women in [illegible] department [illegible] number of years [illegible] cleaners [illegible] for coming to work [illegible] by keeping the chute [illegible] where the packing machines [illegible] the women worked on [illegible] 1 [illegible] accr

3 [illegible] 2 [illegible] 1 sealed carton with [illegible] except the [illegible]

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FACTORY SCHEDULE, Sheet 6

40. Occupations:

Occupations	Total no. emplo. Total	Total W	Total M	Total Chn	Women Piece W	Women Piece C	Women Time W	Women Time C	Women T & P W	Women T & P C	Men Piece W	Men Piece C	Men Time W	Men Time C	Men T & P W	Men T & P C
Fore	3		3										2	1		
Stam & case (see note P.5)	24		24										6	18		
Labor Cook & order	26	26						26								
Cutting & Drying	37		37										8	29		
Feed thru Chute	12	4	8					4						8		
Wrappers	64	64					64									
Pack Inders	9	9					9									
Tiers	25	25					25									
Stampers	18	18			18											
Carton Packers	52	52					52									
Printers	4	2	2					2						2		
Pick Em Up	2		2										2			
Machinists (Cartons & cases)	5		5										5			
Pack cases	8		8										8			
Shipping	5		5										5			
Washing yd	6		6										1	5		
Painting yards	4		4											4		
Elev	1		1										1			
Watch	3		3										3			
Wash Room	5		5										4	1		
Elec	1		1										1			
Mill wright	1		1										1			
	315	200	115		18		150	32					47	68		

75 135

12-16-9

U. S. Department of Labor
WOMEN'S BUREAU
Washington

FACTORY SCHEDULE, Sheet 1

1. Name of factory Ryan Daughter Address Louisville
Person interviewed Mr. Massey
2. Product Twist Tobacco Position Mgr

3. No. employed:

	W.	C.
Men	44	14
Women	35	1
Total	79	16

Day

	W.	C.	Total
Boys			60
Girls			35
Total			95

	W.	C.
Men		
Women		
Total		

Night

	W.	C.	
Boys			
Girls			
Total			

4. Firms scheduled hours:

Daily: Begin 6 45 End 5 Lunch period 3/4 Rest period ____ Total 9 1/2

Saturday " " 11 45 " " " " " " 5

Shifts " 0 " " " " " " " "

Regular weekly number of days 5 1/2 Total weekly hours 52 1/2

Shifts weekly number of periods ____ Total shifts weekly hours ____

Daily: Begin ____ End ____ Lunch period ____ Rest period ____ Total ____

Saturday " " " " " " " " " "

Shifts " " " " " " " " " "

Regular weekly number of days ____ Total weekly hours ____

Shifts weekly number of periods ____ Total shifts weekly hours ____

5. Overtime or undertime Closed about 2 mos. altogether during last year. Close early many days.

6. Seasonal No

7. Employment Policy:
Employment manager X Or centralized method X Foremen ✓
Records kept X
Labor turnover none to speak of

8. Subcontract shop X Home work given out X

Date 10/27/21 Agent Jennison Manning

12-16-9-

9. Buildings:
No. 1 Mat. brick Entire ✓ Part —
Const. - New X Old — Rmld — Fair ✓ Unsafe — Other —

10. Arrangement:

	Mfg. or mech. sales, packing and shipping depts.	Off.	Lunch	Rest	1st aid	Toilet	Dress	Wash
B.	storage							
1.	bagging pack. (dry)	✓			✓			
2.	twist - steam					✓		
3.	front & bldg only - storage							
4.								
5.								
6.								

11. Halls: 0 - use work rooms as passage ways -
Indirect ____ Cl. ____ Nat.lt.o.k. ____ Art.prov. ____ Other ____

12. Stairway:

No.	Location	Open	Encl wall	Wind-ing	Nat.lt. adqt.	Art.lt. prov.	Hnd.rl o.k.	Nar	Stp	Cl	Rpr o.k.	Other
1	rear side of front half	✓ (x)	N wood	x	✓	✓	✓	X	X	✓	✓	—
	exit to side alley ✓			not direct		(barn like stairway)						
1	st. to office front	1										

13. Exits: excl. of shipping
Outside, no. 2 Open out (1) ✓ In (1) ✓ Slide — Obstruct.any exit —
1 office, 1 factory

14. Firescape rqd: claim No. ____ Well ____ Str. ____ Lad. ____ Other ____ Exit, kind —
Obst. ____ Firewall ✓ Door — Spklr — Extg ✓ Bkt ✓ Hose — Other —
brick wall but not fire proof door in opening.

15. Elevators:
Passenger 0
No. ____ Guard ____ Oprt. ____ Empl.rstrct ____
Freight 1
No. ____ Guard wood Optr. not Empl.rstrct women not use
bars rg.

12-16-9

FACTORY SCHEDULE, Sheet 3

Workrooms. No.

	✗16. Floors				17. Aisles			✗18. Walls				19. Ceilings				
	Loc.	Mat.	Repr	Cl	Other	Loc.	Obst.	Nar.	Loc.	Rpr.	Cl.	Lt.	Loc.	Rpr.	Cl.	Lt.	Low
1st tag rack	near	wood	✓	✗	—	same	✗	✗	same	✓	✓	dark	same	✓	✓	dark	✗
steam, 2nd floor	" "		✓	✗		"	✗	✗	"	✓	✓	"	"	✓	✓	"	✗

20. Light, nat.adqt. summer Inadqte, where moved racks Windows opaque ✗
Clean ✗ Modern ✗ Curtain, loc ✗

21. Clngd. by girls ✗ Men ✗ Jant. ✗ Janitress ✓ Other ✗ No.resp. Supt.
wet sweep floors daily - scrub floor part monthly

	22. Windows.						23. Work bench.					24. Art. lt. kind.					
	Loc.	1 s	2 s	3 a	4 a	Sk. 1	Fc.	Sd.	Bk	Ab	Misc	Adj.	Ind.	Tab group	Ceil	Shades Kind Ind.	Shades Adq
1st tag		/						½ ✓	½ ✓			✗	✗	✗	✓	✗	✓
" rack		/	Some distance away.								✓	✗	✗	✗	✓	✗	✓
2d steam floor				✓			all from light from side and all up ½ also face light					✗	✗	✗	✓ almost new	✗	✓ used

25. Glare, loc. Some few face mesh - paper pinned up.

26. Reflection (others face north)

27. Heating system steam

28. Ventilation:
App. o.k. ✓ Art. ✗ Kind Loc.

29. Special prob.
Heat ✗ Cold ✗ Dust ✗ Lint ✗ Humid ✗ Fumes ? not heavy
Other (very dampitac)

30. Strain:
Eye ✗ Post ✓ Lift ✗ Press ✗ Reach ✗ Speed ✗ Other ✗

31. Hazard:
Occupation ✗ Workroom ✗

12-16-9-

Sanitation:

31. Drinking facilities, loc. work room Conv. ✓
Bblr. ✗ San ✗ Tank ✗ Cooler ✗ Faucet ✓ Other ✗
Cup, common ✗ Individ ✓ girls room Kind Glass-cup

32. Washing facilities: ✓ If none, where wash

No.	Kind	Conv.	Cln.	Repr.	Hot w.	Soap: fur	Towels: Fur.	Ind	Pap	Com.	Often
1st fl. near work room 1	sink iron	✓	✓	✓	✗	✗	✗				
2nd fl. near work room 1	" " "	✓	✓	✓	✗	✗	✗				

33. Toilets: Kind non flush Sep ✓ If none, arngmt
Flush, hnd ✓ Auto. seat ✗ Repr ✓ Plb. cl ✗ Paper ✓ Instrt

No. T. R.	No. seats	Fl	Loc	Conv.	Scrn	Deg	Sngl St rm	Row in rm	Room ceil	Seat encl	Nat vnt o.k	Vnt oth rm.	Art vnt o.k	Lgt nat o.k	Lgt art o.k	Cl
1	1	2	in work room	✓ yes	✗	✗	✓	✗	✗	✗	✗	✓	✗	✓	✓	✓

Total no. seats 1 No. wmn. per seat 34
Clng. by girls ✗ Men ✗ Jant. ✗ Janitress ✓ Other ✗ No resp
Swept reg. Freq Wrk. hrs Scrub reg ✓ Freq daily Wrk. hrs ✗

Service and Welfare.

34. Lunchroom, combined with Prov. ✗ Kind
Loc Equip o.k. Cln Lt. nat Art Vent. o.k.
Prov. hot food, drnk only Cooking convncs Supr If None

35. Restroom, cmbd. with Prov. ✗ Loc Equip. o.k.
Cln. Lgt. nat. Art Vent o.k. Supr If none

36. Cloakroom, combined with toilet Prov. ✓ Loc 2nd fl. Conv 2nd fl. Lkr ✗
Shlv. ✗ Hngr ✗ Wl. hk ✓ Seats ✗ Cln ✓ Lgt. nat 3 ✗ Art ✓
Vent. o.k. ✗ Supr ✗ If none, lkr shlv hngr Wl. hk
too small + most girls hang wraps on wl. hk near work place.

37. Health Service:
Hosp. ✗ Chg. of ✗ Dr. reg ✗ On call ✗ 1st aid ✓
Chg. of office Med. exam. ✗ Health rec. ✗ Acc. Rec. ✗
Comp. ✗ Kind acc. w. none

38. Other welfare: ✗

12-16-9

FACTORY SCHEDULE, Sheet 5

39. Occupations	Seats: Kind	Seats: Adj.	Seats: No o.k.	Foot rest: Kind	Foot rest: Need	Uniform: Needed Safe	Uniform: Req. San	Uniform: Furn. by Co	Uniform: Kept by Co	Uniform: Girl	Uniform: Kind	Uniform: Misc by girls
Sit	Fair	X	X	Fair	✓							
Stand												
rackers	O	O	X									
Taggers												
Sit or st.												

* 14. 3rd floor front bldg. reached by enclosed stairway leading up from stemming room. This 3rd floor has enclosed horizontal connection with (near by) brick tobacco house. Accepted as fire protection. Would be splendid for 3rd floor (if occupied.)

* 18. Walls wood brown with age. never whitened. Dull, colorless.

Rogan-Hampton Tobacco Co. 12-16-9-

FACTORY SCHEDULE, Sheet 6

40. Occupations:

Occupations	Total no. empls.				Women						Men					
	Total	W	M	Chn	Piece		Time		T & P		Piece		Time		T & P	
					W	C	W	C	W	C	W	C	W	C	W	C
Time keeper	1	1					1									
Packer	5	5					5									
Tagger	2	2					2									
Running sleigh	1	1					1									
Stemmer	~~25~~ 34	25	9				25				4	5				
Helper	1	1					1									
twisters	35		35								35					
"day hands"	16		16										5	11		
(labor)	95	35	60				35				39	5	5	11		
											44		16			
							70									

12-16-9-

Ryan Hampton — TOBACCO FIRM. Louisville

1. Product: ~~Smoking~~ tobacco Twist tobacco

~~Cigarette~~ filling

~~Filling for plug~~

2. Season: Months stemming is done. Months rehandling is done.

3. a. Kind of tobacco 1 sucker and Burley

b. Process of wetting steam + (sprinkle some)

4. Process:

a. ~~Hand or machine~~

b. Full length of stem. ✓ ~~Fork stemming.~~

Rate 5. a. Description whether weight includes:

(1) ~~Leaf and stem.~~ ~~Leaf wet or dry when weighed.~~

(2) Stem only. ✓ Burley: 3 ½ ¢ lb.

(3) ~~Leaf without stem.~~ 1 sucker { 4 ½ ¢ filler, 6 ½ ¢ wrapper } used most.

~~good steady~~

b. Designate whether pay is for :

Pound ✓

~~100 pounds~~

~~Number of leaves~~

~~Carot~~

~~Hour~~

~~Day~~

6. Bonus: ——

7. Output: Pounds per day or hour, if possible, per person.

good steady worker averages 40-50 lbs (4½¢ grade) filler a day

Home Visit 12-16-9

Mr. Hampton Job. Louisville

Lena Hack - Racker.

65 yrs single
Regular work 16 yrs
26 yrs tobac. work
16 " this firm.

Light housekeeping - 1 filthy cluttered room. cold & cheerless.

Rackers - stand - placing twists in trays that are placed in trucks. These are pushed into very hot oven room & taken out every 24 hours. This is not a heavy work but lasts very short time in the morning. Otherwise work is simple.

(too simple)

Cannot understand how she has done this work for years & years - Must have inherited little native ability -

Spoke very loyally of Firm -

Difficult to approach her.

Home Visit. 12-16-9

Hampton - [redacted]ville

Rose Leidner - single 39. Began w. 13 yrs. & in this biz ever since - 6 yrs this firm
larger humorous

Lena Leidner (mother) - widow 65 - began w 29 yrs. & in this 20 yrs - this firm 6 yrs.
young for 65.

Dup Mt leaves. Leaves comfortably moist here at R-H. and do not cut & blister hands. Tried work at Reynolds Tobac. where leaf was drier & very hard on hands. Gave up, & returned to R.H. shortly. Pulling stems of rough dry leaves sometimes cuts. All stemmers wear thumb or finger stemmers = crude metal cap. Mentioned dry leaf plants at { Sweet Ky. Reynolds
24th & Main
18th & Main
31st & Walnut

Ryan Hampton, very loyal to firm (& Mr M - was very fond of his force) - all women work for years & years here.

Wages - Rates for stemming raised 2 yrs ago & not reduced. 35 lbs highest amt. ever stemmed at Reynolds - but was done 50 lbs of dark leaf (not Burley) at R.H.

Weighing - Scales pushed past workers bins at 4½ P.M. Workers do not carry stems. Dayhands lift them. If tobac all stemmed before weighing time, stemmers leave - having confidence in woman who checks weighing. "She knows more than we do about it". Unlike all other stemmeries visited where each worker must assist in weighing his own stems is here. At R.H. - workers do not usually watch the weighing but go home. Objected to weighing custom at Reynolds - "so late getting out" "fellows standing in line for scales".

Hampton Home Visit 12-16-9

Cleaning - Saturday bins are sprinkled + swept. Janitress cleans office + mops toilet daily. Rest of bldg only mopped -

Seats - Top seat 18 in high. board back attached by hinge to top which is less awkward in moving seats. In this plant firm attaches tacks where makes most them + most of them do.
Many find it easier to stretch feet out directly in front of them resting them on crude foot rest or board.
"More I sit, the more I want to sit"
"I couldn't do standing work now but sitting all day was dreadful when I was younger."

4-16-10

No cards

135

U. S. Department of Labor
WOMEN'S BUREAU
Washington

FACTORY SCHEDULE, Sheet 1

1. Name of factory J. L. Walker Address 12 W. 8th St. Covington
Person interviewed Mr. W. J. Walker
2. Product Tarred brooms & Tobacco Position Manager & Foreman

3. No. employed:

	W.	C.		W.	C.	Total
Day						
Men	34	2	Boys			36
Women	14		Girls			14
Total	48		Total			50
Night						
Men			Boys			
Women			Girls			
Total			Total			

4. Firms scheduled hours:

Daily: Begin 7:00 End 3:00 Lunch period 30 min Rest period ____ Total 9 1/2

Saturday " 7:00 " 12:00 " " ____ " " ____ " 5

Shifts " ____ " ____ " " ____ " " ____ " ____

Regular weekly number of days 5 Total weekly hours 52 1/2

Shifts weekly number of periods ____ Total shifts weekly hours ____

Daily: Begin ____ End ____ Lunch period ____ Rest period ____ Total ____

Saturday " ____ " ____ " " ____ " " ____ " ____

Shifts " ____ " ____ " " ____ " " ____ " ____

Regular weekly number of days ____ Total weekly hours ____

Shifts weekly number of periods ____ Total shifts weekly hours ____

5. Overtime or undertime not at present, but had undertime a great deal of the time since last year.

6. Seasonal not seasonal in normal years

7. Employment Policy:
Employment manager X Or centralized method X Foremen ✓
Records kept no
Labor turnover no figures

8. Subcontract shop ____ Home work given out ____

Date ____ Agent ____

4-16-10

FACTORY SCHEDULE, Sheet 2

2 stories + loft

9. Buildings:
No. 1 Mat. brick Entire ✓ Part ✗
Const. - New ✗ Old ✓ Rmld ✗ Fair ✓ Unsafe ✗ Other ✗

10. Arrangement:

	Mfg. or mech. sales, packing and shipping depts.	Off.	Lunch	Rest	1st. aid	Toilet	Dress	Wash
B.	storage							
1.	shipping (no girls)	✓			✓	✓	✓	✓
2.	wrapping (girls) labeling + pack							
3. loft	shipping (no girls)							
4.								
5.								
6.								

11. Halls: 0
Indirect — Cl. — Nat.lt.o.k. — Art.prov. — Other —

12. Stairway:

No.	Location	Open	Encl wall	Wind-ing	Nat.lt. adqt.	Art.lt. prov.	Hnd.rl o.k.	Nar	Stp	Cl	Rpr o.k.	Other
1	side wall opening in middle of wood partition	✓		✗	✗	✓	✓	✗	✗	✓	✓	—

stair was open part way and had two flights.

13. Exits:
Outside, no. 2 Open out ✗ In ✓ Slide ✗ Obstruct.any exit ✗

14. Firescape rqd: ✗ No. 0 Well — Str. — Lad. — Other — Exit, kind —

Obst. — Firewall ✗ Door ✗ Spklr ✗ Extg ✓ Bkt ✓ Hose ✗ Other ✗

15. Elevators:
Passenger 0
No. — Guard — Oprt. — Empl.rstrct —
Freight
No. 1 Guard ✗ Optr. ✗ Empl.rstrct ✓ all times

4-16-10

FACTORY SCHEDULE, Sheet 3

Workrooms. No. 1

	16. Floors				17. Aisles			18. Walls				19. Ceilings				
	Loc.	Mat.	Repr	Cl	Other	Loc.	Obst.	Nar.	Loc.	Rpr.	Cl.	Lt.	Loc.	Rpr.	Cl.	Lt.	Low
2nd floor		wd	✓	X	dust	sm	X	X	sm	✓	X	X	sm	✓	X	X	X

20. Light, nat. adqt. X Inadqte, where rear 2nd flr packing Windows opaque X
Clean X Modern X Curtain, loc X

21. Clngd. by girls X Men X Jant. ✓ Janitress X Other X No. resp. X

	22. Windows.					23. Work bench.					24. Art. lt. kind.				
	Loc.	1 s	2 s	3 a	4 a	Sk. l	Fc.	Sd.	Bk	Ab	Misc	Adj.	Ind.	Tab group	Ceil	Shades Kind Ind.	Shades Adq
2nd floor			✓				✓	✓				X		✓		dir	✓

25. Glare, loc. would be glare from the uncurtained windows — for workers who face light

26. Reflection o

27. Heating system steam pipes

28. Ventilation:
App. o.k. X + Art. o Kind — Loc. —

29. Special prob.
Heat X Cold X Dust X Lint X Humid X Fumes ✓
Other X

30. Strain:
Eye ✓ Post ✓ Lift X Press X Reach X Speed X Other X

31. Hazard:
Occupation X Workroom X

see special note

4-16-10

FACTORY SCHEDULE, Sheet 4

Sanitation:

31. Drinking facilities, loc. 1st floor wash rm Conv. X

in summer

Bblr. X San X Tank ✓ Cooler X Faucet ✓ Other X

Cup, common ✓ Individ X Kind glass

32. Washing facilities: If none, where wash

No.	Kind	Conv.	Cln.	Repr.	Hot w.	Soap: fur	Towels: Fur.	Ind	Pap	Com.	Often
1	white basin	X	Fair	✓	X	X	X				

1st floor

33. Toilets: Kind usual Sep ✓ If none, arngmt

Flush, hnd ✓ Auto. seat X Repr ✓ Plb. cl ✓ Paper ✓ Instrt X

No. T.R.	No. seats	Fl	Loc	Conv.	Scrn	Deg	Sngl Strm	Row in rm	Room ceil	Seat encl	Nat vnt o.k.	Vnt oth rm.	Art vnt o.k.	Lgt nat o.k.	Lgt art o.k.	Cl
1	1	1st	worn	X	✓	X	✓	X	X	✓	X	✓	o	X	✓	✓

Total no. seats 1 No. wmn. per seat 14

Clng. by girls X Men X Jant. ✓ Janitress X Other X No resp X

Swept reg. ✓ Freq daily Wrk. hrs ✓ Scrub reg ✓ Freq wk Wrk. hrs ✓

Service and Welfare.

34. Lunchroom, combined with 0 Prov. X Kind —

Loc — Equip o.k. — Cln — Lt. nat — Art — Vent. o.k. —

Prov. hot food, drnk only X Cooking convncs X Supr — If None eat at work place

35. Restroom, cmbd. with 0 Prov. X Loc — Equip. o.k. —

Cln. — Lgt. nat. — Art — Vent o.k. — Supr — If none go home

36. Cloakroom, combined with wash + Toilet Prov. ✓ Loc 1st fl wkrm Conv X Lkr ✓

Shlv. X Hngr X Wl. hk X Seats X Cln ✓ Lgt. nat ✓ Art ✓

Vent. o.k. ✓ Supr X If none, — lkr — shlv — hngr — Wl. hk —

37. Health Service:

Hosp. X Chg. of X Dr. reg X On call X 1st aid ✓

Chg. of — Med. exam. X Health rec. X Acc. Rec. X

Comp. ✓ Kind acc. w. paintings etc

38. Other welfare: none

4-16-10

39. Occupations	Seats			Foot rest		Uniform						
	Kind	Adj.	No o.k.	Kind	Need	Needed Safe	San	Req. by Co	Furn. by Co	Kept by Co	Girl	Kind	Misc by girls
Sit													
stemmers	Bar	X	✓	O	X								
Stand													
packer	O	—	X	O	X								
Sit or st.													
twisters	Stool	X	✓	O	✓								

Packer could sit if provided with a high chair or stool.

One of the twisters had a board nailed to her stool to form a back, which she had also padded with a cushion showing the need for backs on stools.

Walker, Tobacco 4-16-10 Covington

29. The fumes in this plant from the steamed tobacco were very bad. The agent noticed them practically all over the plant. They stung one's eyes and affected throat. The manager said was not always that bad, as it sometimes happened when door to steam chamber was left [illegible]. Seemed very bad.

30. Possibly strain on eyes from facing light, for some of girls.

Girls packing tobacco in boxes would have strain of standing.

Special note: The girl packing was a white girl, she worked with two colored men tobacco twists, which was bad condition for girl. Men worked at same table with girl.

4-16-10

FACTORY SCHEDULE, Sheet 6

40. Occupations:

Occupations	Total no. empls.				Women						Men					
	Total	W	M	Chn	Piece		Time		T & P		Piece		Time		T & P	
					W	C	W	C	W	C	W	C	W	C	W	C
twisters					6						15					
stemmers					2						13					
packers							1							2		
sorters + casers													4			
general													1			
shipping													1			
					13		1									

4-16-11

77 77

135

U. S. Department of Labor
WOMEN'S BUREAU
Washington

FACTORY SCHEDULE, Sheet 1

1. Name of factory Lovell-Beffington Tobacco Co Address Covington O.
Person interviewed Mr. Barber
2. Product Chewing & Smoking Tobacco Position

3. No. employed:

	W.	C.
Men	18	14
Women	32	5
Total		

Day

	W.	C.	Total
Boys			32
Girls			37
Total			69

Night

	W.	C.
Men		
Women		
Total		

	W.	C.	
Boys			
Girls			
Total			

4. Firms scheduled hours:

Daily: Begin 7.00 End 5.00 Lunch period 30 min Rest period Total 9½

Saturday " 7.00 " 12.00 " " " " " 5

Shifts " " " " " " " " "

Regular weekly number of days 5½ Total weekly hours 52½

Shifts weekly number of periods Total shifts weekly hours

Daily: Begin End Lunch period Rest period Total

Saturday " " " " " " " " "

Shifts " " " " " " " " "

Regular weekly number of days Total weekly hours

Shifts weekly number of periods Total shifts weekly hours

5. Overtime or undertime great deal of undertime lately only working a few hrs per week in fo some depts.

6. Seasonal not seasonal

7. Employment Policy:
Employment manager X Or centralized method X Foremen ✓
Records kept simple
Labor turnover no records.

8. Subcontract shop X Home work given out X

Date Nov 8, 1921 Agent M. H. Furness

4-16-11

5 story bldg known as B
6 " " " " A

5 story bldg vacant on some floors.

FACTORY SCHEDULE, Sheet 2

6 story bldg contained all work rooms for girls

connected by passageway covered.

9. Buildings:
No. 2 Mat. brick Entire ✓ Part X
Const. - New X Old ✓ Rmld X Fair ✓ Unsafe X Other X

10. Arrangement:

	Mfg. or mech. sales, packing and shipping depts.	Off.	Lunch	Rest	1st. aid	Toilet	Dress	Wash
B.	[illegible]							
1. A & B	shipping (no girls)	✓ A						
B bldg	stock (no girls)					B bldg		
2. A bldg	packing pasting labels (girls)							
B bldg	not inspected (no women)							
3. A bldg	twisting, labeling, packing (girls)							
B bldg	not inspect. no women					B bldg		
4. A bldg	(no women) [illegible]							
B bldg	not inspect (no women)							
5. A bldg	stem, select, wring. (girls)							
6. A bldg	cooking no women							

colored

11. Halls:
Indirect X Cl. ✓ Nat.lt.o.k. ✓ Art.prov. ✓ Other —

12. Stairway:

No.	Location	Open	Encl wall	Wind-ing	Nat.lt. adqt.	Art.lt. prov.	Hnd.rl o.k.	Nar	Stp	Cl	Rpr o.k.	Other
1	Bldg A side wk rm (inside wall)	X	wd + blk	X	✓	✓	✓	X	X	✓	✓	—
1	bldg B front wk rm (inside wall)	X	wood brick	X	✓	✓	✓	X	X	✓	✓	—

13. Exits:
Outside, no. 3 Open out ✓2 In ✓1 Slide X Obstruct. any exit X

14. Firescape rqd: ✓ No. 1 each bldg Well X Str. ✓ Lad. X Other X Exit, kind window

Obst. X Firewall ✓ Door ✓ Spklr ✓ Extg ✓ Bkt X Hose X Other X

15. Elevators:
Passenger 0
No. ____ Guard ____ Oprt. ____ Empl.rstrct ____
Freight
No. 2 Guard ✓ Optr. X Empl.rstrct ✓ forbidden
yet work on 5 & 6 fl.

H-16-11

FACTORY SCHEDULE, Sheet 3

Workrooms. No. 3

	16. Floors				17. Aisles			18. Walls				19. Ceilings				
	Loc.	Mat.	Repr	Cl	Other	Loc.	Obst.	Nar.	Loc.	Rpr.	Cl.	Lt.	Loc.	Rpr.	Cl.	Lt.	Low
A bldg 2nd fl		wd	✓	✓	some dust	sm	X	X	sm	✓	✓	X	sm	✓	✓	X	X
A bldg 3rd fl		"	"	"	"	"	"	"	"	"	"	"	"	"	"	"	"
A bldg 5th fl		"	"	"	"	"	"	"	"	"	"	"	"	"	"	"	"

20. Light, nat. adqt. ✓ Inadqte, where — Windows opaque ✓
Clean ✓ Modern X Curtain, loc 5th floor

21. Clngd. by girls X Men X Jant. ✓ Janitress X Other X No. resp. —
swept daily, looked as though not scrubbed lately.

22. Windows.						23. Work bench.					24. Art. lt. kind.				
Loc.	1 s	2 s	3 a	4 a	Sk. l	Fc.	Sd.	Bk	Ab	Misc	Adj.	Ind.	Tab group	Ceil	Shades Kind Ind.	Shades Adq
A bldg 2nd fl			✓				all						✓		O	X
A bldg 3rd fl			✓				Fall						✓		O	X
A bldg 5th fl		✓					Fall ✓						✓		O	X

25. Glare, loc. possibly some glare from unshaded lights

26. Reflection O

27. Heating system steam pipes, comfortable on day of visit in A Bldg

28. Ventilation:
App. o.k. ✓ Art. X Kind — Loc. —

* 29. Special prob.
Heat — Cold — Dust — Lint — Humid — Fumes —
Other ✓

* 30. Strain:
Eye X Post ✓ Lift X Press X Reach X Speed X Other standing

31. Hazard:
Occupation X Workroom X

4-16-11

FACTORY SCHEDULE, Sheet 4

Sanitation:

31. Drinking facilities, loc. on 2nd, 3rd + 5th fl B bldg Conv. X
Bblr. X San X Tank ✓ Cooler X Faucet ✓ Other —
Cup, common X Individ ✓ Kind aluminum furnished by firm.

32. Washing facilities: If none, where wash

No.	Kind	Conv.	Cln.	Repr	Hot w.	Soap fur	Towels Fur.	Ind	Pap	Com.	Often
B bldg 2nd fl 1	iron trough 4 faucets	X	✓	✓	X	✓	X	—	—	—	—
B bldg 4th fl 1	trough 4 faucets	X	✓	✓	X	✓	X	—	—	—	—

* 33. Toilets: Kind urinal Sep ✓ If none, arngmt —
Flush, hnd X Auto. seat ✓ Repr ✓ Plb. cl ✓ Paper ✓ Instrt X

No. T.R.	No. seats	Fl	Loc	Conv.	Scrn	Deg	Sngl Strm	Row in rm	Room ceil	Seat encl	Nat vnt o.k	Vnt oth rm.	Art vnt o.k	Lgt nat o.k	Lgt art o.k	Cl
B bldg 1	4	2nd	wmn	X	✓	✓	X	✓	✓	X	✓	wash	—	X	✓	✓
1	2	4th	wmn	X	✓	✓	X	✓	✓	X	✓	wash	—	✓	✓	✓
B bldg colored 1	1	4th	wmn	X	✓	X	✓	X	✓	X	✓	wash	—	✓	✓	✓

Total no. seats 8 No. wmn. per seat 5 + white 5 colored
Clng. by girls X Men X Jant. ✓ Janitress X Other X No resp —
Swept reg. ✓ Freq daily Wrk. hrs ✓ Scrub reg ✓ Freq daily Wrk. hrs X

Service and Welfare.

34. Lunchroom, combined with 0 Prov. X Kind —
Loc — Equip o.k. — Cln — Lt. nat — Art — Vent. o.k. —
Prov. hot food, X drnk only X Cooking convncs X Supr X If None eat at work place

35. Restroom, cmbd. with 0 Prov. X Loc — Equip. o.k. —
Cln. — Lgt. nat. — Art — Vent o.k. — Supr — If none go home

36. Cloakroom, combined with wash Prov. ✓ Loc 2nd + 4th B bldg Conv X Lkr X
Shlv. ✓ Hngr ✓ Wl. hk ✓ Seats X Cln ✓ Lgt. nat ✓ Art ✓
Vent. o.k. ✓ Supr X If none, — lkr — shlv — hngr — Wl. hk —

37. Health Service:
Hosp. X Chg. of X Dr. reg X On call ✓ 1st aid ✓
Chg. of nurse Med. exam. X Health rec. X Acc. Rec. X
Comp. ✓ Kind acc. w. paints etc

38. Other welfare: none

4-16-11

FACTORY SCHEDULE, Sheet 5

39. Occupations	Seats			Foot rest		Uniform						
	Kind	Adj.	No o.k.	Kind	Need	Needed Safe	Req. San	Furn. by Co	Kept by Co	Kind Girl		Misc by girls
Sit stemmers	box	x	✓									
small box packers	chair	x	✓	✓	✓							
pasters	stool	x	✓									
Stand labelers	o	x	x									
twisters	o	x	x									
Sit or st.												

4

4-16-11

FACTORY SCHEDULE, Sheet 6

40. Occupations:

Occupations	Total no. empls. Total	Total W	Total M	Total Chn	Women Piece W	Women Piece C	Women Time W	Women Time C	Women T & P W	Women T & P C	Men Piece W	Men Piece C	Men Time W	Men Time C	Men T & P W	Men T & P C
Shipping clerks			5										5			
General clerks inc			15										6	9		
Turnsk		1	9						1				5	4		
Engineer			1										1			
Watch			1										1			
packers drillpec			1											1		
pastry packers		34					29	5								
Stemmers		2			2											

Lovell - Buffington Tobacco Co.

29. No dust was noticed as was usual in tobacco plants as tobacco was handled by girls after steaming.

30 Possibly some eye strain from unshaded electric lights.

Girls stemming would have a strain of sitting on low box. This would seem to be uncomfortable because of being unable to change position of feet & legs enough to rest.

33. Toilet & wash & cloak rooms combined were located in the B building. At time of visit there was no heat in B building and the girls would have to come from a warm work room in the bldg to this cold one to visit toilet or wash room or cloak room. One heat pipe ran up through the rooms but this would be inadequate in cold weather.

Girl interviewed said girls came to toilet & wash room only when unavoidable because of lack of heat in room.

78

11-16-12

135

U. S. Department of Labor
WOMEN'S BUREAU
Washington

FACTORY SCHEDULE, Sheet 1

1. Name of factory Reynolds Tobacco Address Lexington
Person interviewed Mr. Rapier
2. Product Tobac. Reland - + stem Position Office mgr

3. No. employed:

	W.	C.
Men	14	132
Women	20	139
Total		

Day

	W.	C.	Total
Boys			176
Girls			159
Total			335

Night

	W.	C.
Men	1	
Women	0	
Total		

	W.	C.	
Boys			
Girls			
Total			1

336/1

Stemmery only, exclusive of redryers

4. Firms scheduled hours:

Daily: Begin 7 End 5 Lunch period ½ Rest period Total 9½

Saturday " 7 " 12 " " " " " "

Shifts " " " " " " " " "

Regular weekly number of days 5½ Total weekly hours 57½

Shifts weekly number of periods Total shifts weekly hours

Daily: Begin End Lunch period Rest period Total

Saturday " " " " " " " " "

Shifts " " " " " " " " "

Regular weekly number of days Total weekly hours

Shifts weekly number of periods Total shifts weekly hours

5. Overtime or undertime not rushed this year - big Feb

6. Seasonal Primarily a redrying plant from Dec to Apr. or May - busy time stemming during that period because lack of space. Stem rest of year.

7. Employment Policy:
Employment manager X Or centralized method 2 X Foremen ✓
Records kept X
Labor turnover fair now - usually bad

8. Subcontract shop X Home work given out X

Date 11/9/21 Agent Manning

* 4 - Sup said - opened down at 6 30 so stemmers who wanted to earn extra money - some stemmed through noon hour. Supposed to start at 4:30 to clean up. Don't work off with later 5.

11-16-12

9. Buildings:
No. 1 Mat. brick concrete Entire ✓ Part —
Const. - New ✓ Old ✗ Rmld ✗ Fair ✗ Unsafe ✗ Other ✗

10. Arrangement:

	Mfg. or mech. sales, packing and shipping depts.	Off.	Lunch	Rest	1st. aid	Toilet	Dress	Wash
B.	Ship - etc							
1.	Stenmery now (navy sales)					✓		✓
2.	Searchers + navy equipment	✓			✓	✓		✓
3.								
4.								
5.								
6.								

11. Halls: stairway landings only
Indirect ✗ Cl. ✓ Nat.lt.o.k. ✓ Art.prov. ✓ Other

12. Stairway:

No.	Location	Open	Encl wall	Wind-ing	Nat.lt. adqt.	Art.lt. prov.	Hnd.rl o.k.	Nar	Stp	Cl	Rpr o.k.	Other
1	front used by all women	✗	wood mch	✗	✓	✓	✓	✗	✗	✓	✓	—

13. Exits:
Outside, no. 2 used by women + several loading doors etc. Open out ✓ In ✗ Slide ✗ Obstruct.any exit ✓

14. Firescape rqd: ✗ No. 0 Well — Str. — Lad. — Other — Exit, kind —

Obst. ✗ Firewall ✓ Door ✓ Spklr ✓ Extg ✓ Bkt ✗ Hose ✗ Other ✗
not auto.

15. Elevators:
Passenger
No. 0 Guard — Oprt. — Empl.rstrct —
Freight
No. ✗ Guard wood gate Optr. ✓ Empl.rstrct not use

11-16-12

FACTORY SCHEDULE, Sheet 3

Workrooms. No. 3

	16. Floors				17. Aisles			18. Walls				19. Ceilings			
	Loc.	Mat.	Repr	Cl	Other	Loc.	Obst.	Nar.	Loc.	Rpr.	Cl.	Lt.	Loc.	Rpr.	Cl.	Lt.	Low
1st floor		wood	✓	✓		Same			Same	✓	✓		Same				
1st middle		"	✓	✓	✓	"			"	✓	✓		"				
2nd floor		"	✓	✓		"			"	✓	✓		"				

20. Light, nat. adqt. ✓ (✓) Inadqte, where upper middle floors Windows opaque some
Clean ✓ Modern large Curtain, loc ✓

21. Clngd. by girls "sweepers" ✓ Men ✓ Jant. ✓ Janitress ✓ Other ✓ No. resp. janitor
constant sweeping - rarely scrubbed

22. Windows.						23. Work bench.					24. Art. lt. kind.				
Loc.	1 s	2 s	3 a	4 a	Sk. l	Fc.	Sd.	Bk	Ab	Misc	Adj.	Ind.	Tab group	Ceil	Shades Kind Ind.	Shades Adq
1st floor		✓	✓													
1st mid		(mostly 2 sides)					chiefly			✓	✓	✓	✓	✓	✓	✓
2nd floor		✓			✓					✓	✓	✓	✓	✓	✓	✓
													rarely used 2nd fl.			

25. Glare, loc. ✓

26. Reflection ✓

27. Heating system steam

28. Ventilation:
App. o.k. ✓ Art. ✓ Kind _____ Loc. _____

29. Special prob.
Heat ✓ Cold ✓ Dust ✓ Lint ✓ Humid ✓ Fumes ?
Other _____

30. Strain:
Eye ✓ Post ✓ Lift ✓ Press ✓ Reach ✓ Speed ✓ Other ✓

31. Hazard:
Occupation _____ Workroom ✓

11-16-12

Sanitation:

31. Drinking facilities, loc. wash sinks Conv. ✓
Bblr. ✗ San ✗ Tank ✗ Cooler ✗ Faucet ✓ Other —
Cup, common ✓ ✗ Individ ✗ Kind
sink 1st floor

32. Washing facilities: If none, where wash

No.	Kind	Conv.	Cln.	Repr.	Hot w.	Soap fur	Towels Fur.	Ind	Pap	Com.	Often
1st floor white	Enamel basin	✓	✓	✓	✗	✗	✓			✓	daily
2nd middle colored	iron	✓	✓	✓	✗	✗	✗				
3rd floor	iron	✓	✓	✓	✗	✗	✗				

33. Toilets: Kind latrine (porcelain shaft hop-ind) Sep ✓ If none, arngmt —
Flush, hnd ✗ Auto. ~~seat~~ ✓ Repr ✓ Plb .cl ✓ Paper ✓ Instrt —

No.T.R.	No. seats	Fl	Loc	Conv.	Scrn	Deg	Sngl Strm	Row in rm	Room ceil	Seat encl	Nat vnt	Vnt oth rm.	Art vnt o.k	Lgt nat o.k	Lgt art o.k	Cl
white 1	5	1st	floor	✓	✓	✗	✗	✓	✗	✗	✓	✓	O	✓	✓	✓
colored* 1	5	1st	mid	✓	✗	✗	✗	✓	✗	✗	✓	✓	O	✓	✓	✓
1	4	2d	mid	✓	✓	✓	✗	✓	✗	✗	✓	✓	O	✓	✓	✗

Matron said toilets flushed about every 15 minutes.

Total no. seats 14 No. wmn. per seat 11-12
Clng. by girls ✗ Men ✗ Jant. ✗ Janitress ✓ Other ✗ No resp sit by door all day.
Swept reg. ✓ Freq daily Wrk.hrs ✓ Scrub reg ✓ Freq daily Wrk.hrs ✓

Service and Welfare.

34. Lunchroom, combined with Prov. ✗ Kind
Loc Equip o.k. Cln Lt.nat Art Vent.o.k.
Prov. hot food, drnk only Cooking convncs Supr If None eat at rest place

35. Restroom, cmbd. with Prov. ✗ Loc Equip. o.k.
Cln. Lgt. nat. Art Vent o.k. Supr If none no provision

36. Cloakroom, combined with 1 toilet for white 1st fl. floor Prov. Loc Conv ✓ Lkr ✗
Shlv. ✗ Hngr ✗ Wl.hk ✓ Seats ✗ Cln ✓ Lgt.nat ✓ Art ✗
Vent. o.k. ✗ Supr janitress If none, lkr shlv hngr Wl.hk
colored girls hang wraps by stalls

37. Health Service:
Hosp. ✗ Chg. of ✗ Dr. reg ✗ On call ✗ 1st aid ✓
Chg. of office Med. exam. ✗ Health rec. ✗ Acc. Rec. ✓
Comp. ✓ Kind acc. w. none

38. Other welfare: ✗

11-16-12

39. Occupations	Seats: Kind	Seats: Adj.	Seats: No o.k.	Foot rest: Kind	Foot rest: Need	Uniform: Needed Safe	Uniform: Req. San	Uniform: Furn. by Co	Uniform: Kept by Co	Uniform: Kept by Girl	Uniform: Kind	Uniform: Misc by girls
Sit stem -	Fix	X	X	X	X	X	X	X				
Stand												
search	X	X	X									
Sweep	X	X	X									
Sit or st.												

Dept. of factory separated entirely from wall matters. Proper discipline -

30+ usual cramped sitting posture - see Prev. visit.

* 33 Colored matron sat "on guard" at door of each toilet room on 1st floor.

33+ Dept. of closed rooms toilet & wash rooms poor. Most poor in direct view of unclosed toilet seat - the one at end of row - bad -

+ 31 Very dusty & rather dry tobacco, so that at end of day clothes & caps showed the dust. Dust removed for weighing at 5 P.M. air so dusty from sweeping (each stemmer weighs own scale) that dept hesitated to admit agent. He waited until dust settled some" & agent watched two girls fan in door. Stood by scales for weighing. Their dry hands tied handkerchiefs over mouths; apparently irritated throat after 10 min. in room.

* 21 Some few stemmers hid up face all time with kerchiefs

11-16-12

FACTORY SCHEDULE, Sheet 6

40. Occupations:

Occupations	Total no. empls. Total	W	M	Chn	Women Piece W	Piece C	Time W	Time C	T & P W	T & P C	Men Piece W	Piece C	Time W	Time C	T & P W	T & P C
Stemmers		13	92		17	120					20	72				
" Inspk			60											60		
loaders																
open																
softener																
60 labor																
foreman			7								X		7			
* regrading			12								X		12			
engineer			1										1			
doorman			1										1			
watchman			1										1			
cooper			1										1			
scrap search		13					2	11								
sweeper		7	X				1	6								
elevator			1										1			
painters		2						2								
					17	120	3	19								

"day hands"

* learning tobaccos

17-16-13

79

135

U. S. Department of Labor
WOMEN'S BUREAU
Washington

FACTORY SCHEDULE, Sheet 1

1. Name of factory Smith & Scott Address 8th & Burrill Paducah
Person interviewed Mark Stivers
2. Product Plug Tobacco Position Sec Treas

3. No. employed:

	W.	C.
Men		53
Women		74
Total		127

Day

	W.	C.	Total
Boys			53
Girls			74
Total			127

Night

	W.	C.
Men		
Women		
Total		

	W.	C.	
Boys			
Girls			
Total			

4. Firms scheduled hours:

Daily: Begin 7 End 6 Lunch period 1 hr Rest period ____ Total 10 ✓

Saturday " 7 " 12 " " ____ " " ____ " 5 ✓

Shifts " ____ " ____ " " ____ " " ____ " ____

Regular weekly number of days ____ Total weekly hours 55

Shifts weekly number of periods ____ Total shifts weekly hours ____

Daily: Begin 7 End 5 Lunch period ____ Rest period ____ Total 9

Saturday " 7 " 12 " " ____ " " ____ " 5

Shifts " ____ " ____ " " ____ " " ____ " 2

Regular weekly number of days 5½ Total weekly hours 50

Shifts weekly number of periods ____ Total shifts weekly hours ____

5. ~~Overtime~~ or undertime conducted in past year

6. Seasonal Busy Plug season varies, July, Aug or Sept thru Oct
Closed Dec or Jan, 3 or 4 wks. More last year.

7. Employment Policy:
Employment manager X Or centralized method ✓ Foremen X
Records kept X
Labor turnover X

8. Subcontract shop X Home work given out X

Date Nov. 2, 1921 Agent Burlum

Lu busy season two when pay rolls were taken

hours in black seasons present hrs.

17-16-13

FACTORY SCHEDULE, Sheet 2

9. Buildings:
No. 2 Mat. brick 3 stories, wood 1 story Entire ✓ Part —
Const. - New ✗ Old ✗ Rmld ✗ Fair ✓ Unsafe ✗ Other ✗

10. Arrangement:

	Mfg. or mech. sales, packing and shipping depts.	Off. aid	Lunch	Rest	1st. aid	Toilet	Dress	Wash
B.								
1.	Storage	✓						
2.	Mfg							
3.	Mfg							
4.	[illegible] work [illegible] sorting							
5.								
6.								

Main Bldg

Warehouse

11. Halls: 0
Indirect — Cl. — Nat.lt.o.k. — Art.prov. — Other —

12. Stairway:

No.	Location	Open	Encl wall	Wind-ing	Nat.lt. adqt.	Art.lt. prov.	Hnd.rl o.k.	Nar	Stp	Cl	Rpr o.k.	Other
1	Centre main bldg	✓	✗	✗	✗	✗	✓	✗	✗	✗	✓	—

light furnished only but adequate at noon

13. Exits:
Outside, no. main bldg as far as inspected Open out ✗ In ✓ Slide ✗ Obstruct.any exit ✗

14. Firescape rqd: ✓ No. 1 Well ✗ Str. ✗ Lad. ✓ Other ✗ Exit, kind winding
Obst. ✗ Firewall ✗ Door ✗ Spklr ✗ Extg ✓ Bkt ✗ Hose ✗ Other ✗

15. Elevators:
Passenger
No. 0 Guard — Oprt. — Empl.rstrct —
Freight
No. 1 Guard ✓ — Optr. ✗ Empl.rstrct ✓ do not use
Interior elev. not working on 2nd floor, fastened up
Hoisting shaft open all the time

17-16-13

FACTORY SCHEDULE, Sheet 3

Workrooms. No. 4

16. Floors					17. Aisles			18. Walls				19. Ceilings				
Loc.	Mat.	Repr	Cl	Other	Loc.	Obst.	Nar.	Loc.	Rpr.	Cl.	Lt.	Loc.	Rpr.	Cl.	Lt.	Low
1 in warehouse, 3 d, 2 semi-mecan	wd	✓	X	—	sm	X	X	sm	✓	✓	X	sm	✓	✓	X	X

20. Light, nat. adqt. ✓ Inadqte, where — Windows opaque X
Clean X Modern X Curtain, loc X

21. Clngd. by girls X Men X Jant. ✓ Janitress X Other X No. resp. X
Janit. daily, the scrubbing weekly

22. Windows.						23. Work bench.						24. Art. lt. kind.				
Loc.	1 s	2 s	3 a	4 a	Sk. l	Fc.	Sd.	Bk	Ab	Misc		Adj.	Ind.	Tab group	Ceil	Shades Kind Ind.	Shades Adq
2d. other room	—	✓	—	—	✓	—	—	—	—	✓		none			—		
2nd floor "	—	✓	—	—	—	—	—	—	—	✓		none					
2nd Shipping	✓	—	—	—	—	✓ 1	—	—	—	—		none					
sort warehouse	✓	—	—	—	—	✓ 3	—	—	—	—		none					

25. Glare, loc. X all the women facing windows were in day of visit, 1 faced north, 1 3 faced east

26. Reflection X

27. Heating system stoves, no jackets. Steam in warehouse room

28. Ventilation:
App. o.k. X Art. X Kind X Loc. —

29. Special prob.
Heat X Cold X Dust ✓ Lint X Humid X Fumes X
Other dust came from tobacco when women were sorting

30. Strain:
Eye X Post ✓ (stand & sit) Lift X Press X Reach X Speed X Other X

31. Hazard:
Occupation X Workroom see elevator

17-16-13

FACTORY SCHEDULE, Sheet 4

Sanitation:

31. Drinking facilities, loc. wlc room Conv. ✓
Bblr. X San — Tank ✓ rim Cooler X Faucet X Other covered pail in
Cup, common ✓ Individ X Kind tin cup warehouse

32. Washing facilities: none If none, where wash no place faucets had no sinks

No.	Kind	Conv.	Cln.	Repr.	Hot w.	Soap fur	Towels Fur.	Ind	Pap	Com.	Often

33. Toilets: Kind out door privy Sep ✓ If none, arngmt —
Flush, hnd — Auto. seat — Repr — Plb. cl — Paper X Instrt X

No. T.R.	No. seats	Fl	Loc	Conv.	Scrn	Deg	Sngl Strm	Row in rm	Room ceil	Seat encl	Nat vnt o.k	Vnt oth rm.	Art vnt o.k	Lgt nat o.k	Lgt art o.k	Cl
1	2	2	X	✓	X	X	X	✓	✓	X	✓	X	X	✓	X	X
1	2	outdoor		X*	X	X	X	✓	✓	X	✓	X	X	✓	X	X

Total no. seats 6 No. wmn. per seat 33 main bldg, 2 warehouse
Clng. by girls ✓ Men X Jant. X Janitress X Other X No resp ✓
Swept reg. X Freq — Wrk. hrs — Scrub reg X Freq — Wrk. hrs —

Service and Welfare.

34. Lunchroom, combined with 0 Prov. X Kind —
Loc — Equip o.k. — Cln — Lt. nat — Art — Vent. o.k. —
Prov. hot food, drnk only — Cooking convncs X Supr — If None no lunch room

35. Restroom, cmbd. with 0 Prov. X Loc — Equip. o.k. —
Cln. — Lgt. nat. — Art — Vent o.k. — Supr — If none no provision

36. Cloakroom, combined with 0 Prov. X Loc — Conv — Lkr —
Shlv. — Hngr — Wl. hk — Seats — Cln — Lgt. nat — Art —
Vent. o.k. — Supr — If none, X lkr — shlv — hngr — Wl. hk —
no provision of any sort

37. Health Service:
Hosp. X Chg. of — Dr. reg X On call ✓ 1st aid ✓
Chg. of nurse Med. exam. X Health rec. X Acc. Rec. X
Comp. in office ✓ Kind acc. w. 0

38. Other welfare: 0

17-16-13

FACTORY SCHEDULE, Sheet 5

39. Occupations	Seats: Kind	Seats: Adj.	Seats: No o.k.	Foot rest: Kind	Foot rest: Need	Uniform: Needed Safe	Uniform: Needed San	Uniform: Req. by Co	Uniform: Furn. by Co	Uniform: Kept by Co	Uniform: Kept by Girl	Uniform: Kind	Uniform: Misc by girls
Sit Steamers	wed	X	✓	ward	✓	X	X						
Sorters	box	X	✓	box	✓	X	X						
Stand													
Maketusk	box	X	✓	X	X	X	X						
Tomkeys	"	X	✓	X	X	X	X						
Sit or st.													

39 Women in engine turning room not working day of visit, stated they sat High stool with bench to sit on, seat did not look high enough but hard to judge, (Women varied stated they sat down)
Women feeding plug mch, & unwrapping bales not working, could not judge about hoyard strain etc,
Women making twist did not appear on pay roll taken.

33 Ent toilet for main building was reached by going out low roof of a shed from 2nd floor, safe but exposed in bad weather. Toilet for warehouse reached by going length of warehouse and some distance out doors, this was kept locked, Neither had a suitable underground vault, very exposed & unsanitary.

17-16-13

TOBACCO FIRM.

twist

1. Product: Smoking tobacco ✓

Cigarette filling

Filling for plug ✓

2. Season: Months stemming is done. Months rehandling is done. none

3. a. Kind of tobacco { various kinds of local tobaccos, classified as air cured, & fired, a little air cured Burley,

b. Process of wetting steaming

4. Process:

a. Hand ~~or machine~~

b. Full length of stem. ✓ Fork stemming.

Rate 5. a. Description whether weight includes:

(1) ~~Leaf and stem.~~ Leaf wet or dry when weighed.

(2) Stem only. ✓

(3) ~~Leaf without stem.~~

b. Designate whether pay is for:

Pound ✓ Stub same rate for all kinds

100 pounds

Number of leaves

Carot

Hour

Day

6. Bonus: X

7. Output: Pounds per day or hour, if possible, per person.

No estimate, See Payrolls

17-16-13

FACTORY SCHEDULE, Sheet 6

40. Occupations:

Occupations	Total no. empls.				Women						Men					
	Total	W	M	Chn	Piece		Time		T & P		Piece		Time		T & P	
					W	C	W	C	W	C	W	C	W	C	W	C
Stemmer, filler		41				41										
" wrapper		13						13								
Feed plug mch		4						4								
Cut leaf		8						8								
Wrap plug		8				8										
Twist makers			9									9				
Cut plug mch			4											4		
Pack			11											11		
Put on tags			6											6		
Casing mixer			8											8		
Feed steamers			6											6		
Hangers			4											4		
Shaker			1											1		
Trucker			1											1		
Watch			1											1		
Foreman			1											1		
Shipper			1											1		
	122	74	53			49		25				9		44		

80

13-16-14

135

U. S. Department of Labor
WOMEN'S BUREAU
Washington

FACTORY SCHEDULE, Sheet 1

1. Name of factory R. J. Reynolds Tobacco Co. Address Central Ave Maysville
Person interviewed Mr. Ballow
2. Product Stemmed tobacco for smoking & chewing Position Asst Mgr

3. No. employed:

Day

	W.	C.		W.	C.	Total
Men	70	57	Boys			127
Women	48	33	Girls			81
Total	118	90	Total			208

Night

	W.	C.		W.	C.	
Men			Boys			
Women			Girls			
Total			Total			

4. Firms scheduled hours:

Daily: Begin 7.00 End 5.00 Lunch period 1 hr Rest period ____ Total 9

Saturday " 7.00 " 12.00 " " ____ " " ____ " 5

Shifts " ____ " ____ " " ____ " " ____ " ____

Regular weekly number of days 5½ Total weekly hours 50

Shifts weekly number of periods ____ Total shifts weekly hours ____

Daily: Begin ____ End ____ Lunch period ____ Rest period ____ Total ____

Saturday " ____ " ____ " " ____ " " ____ " ____

Shifts " ____ " ____ " " ____ " " ____ " ____

Regular weekly number of days ____ Total weekly hours ____

Shifts weekly number of periods ____ Total shifts weekly hours ____

5. Overtime or undertime

6. Seasonal Low stemming the summer months May to Jan. No stemming from to May usually.

7. Employment Policy:
Employment manager X Or centralized method X Foremen ✓
Records kept Simple records
Labor turnover No figures

8. Subcontract shop X Home work given out X

Date Nov 15, 1921 Agent

13-16-14

3 story bldg

FACTORY SCHEDULE, Sheet 2

9. Buildings:
No. 1 Mat. brick Entire ✓ Part ✗
Const. - New ✓ Old ✗ Rmld ✗ Fair ✗ Unsafe ✗ Other good

10. Arrangement:

	Mfg. or mech. sales, packing and shipping depts.	Off.	Lunch	Rest	1st. aid	Toilet	Dress	Wash
B.								
1.	girls stenoing, shipping	✓			✓			
2.	no girls stenoing					✓	✓	
3.	vacant at present					✓	✓	
4.								
5.								
6.								

11. Halls: 0
Indirect — Cl. — Nat.lt.o.k. — Art.prov. — Other —

12. Stairway:

No.	Location	Open	Encl wall	Wind-ing	Nat.lt. adqt.	Art.lt. prov.	Hnd.rl o.k.	Nar	Stp	Cl	Rpr o.k.	Other
1	in front end of bldg	✓	brick	✗	✓	✓	✓	✗	✗	✓	✓	—

13. Exits:
Outside, no. 3 Open out ✓ In ✗ Slide ✓ Obstruct.any exit ✗

14. Firescape rqd: ✗ No. — Well — Str. — Lad. — Other — Exit, kind —

Obst. ✗ Firewall ✓ Door ✓ Spklr ✓ Extg ✓ Bkt ✗ Hose ✗ Other —

15. Elevators:
Passenger 0
No. — Guard — Oprt. — Empl.rstrct —
Freight
No. 1 Guard ✓ Optr. ✗ Empl.rstrct ✓ at all times

13-16-14

FACTORY SCHEDULE, Sheet 3

Workrooms. No. 1 for women

	16. Floors				17. Aisles			18. Walls				19. Ceilings				
	Loc.	Mat.	Repr	Cl	Other	Loc.	Obst.	Nar.	Loc.	Rpr.	Cl.	Lt.	Loc.	Rpr.	Cl.	Lt.	Low
1st fl		cmt	✓	✓	—	sm	×	×	sm	✓	✓	✓	sm	✓	✓	✓	×

20. Light, nat.adqt. ✓ Inadqte, where — Windows opaque ✓
Clean ✓ Modern ✓ Curtain, loc ×

21. Clngd. by girls × Men × Jant. ✓ Janitress × Other × No.resp. ×
clean cleaned daily

22. Windows.						23. Work bench.					24. Art. lt. kind.					
Loc.	1 s	2 s	3 a	4 a	Sk. l	Fc.	Sd.	Bk	Ab	Misc	Adj.	Ind.	Tab group	Ceil	Shades Kind Ind.	Shades Adq
1st fl		2					✓ all							✓	dir	× none

25. Glare, loc. would cause glare from unshaded lights.

26. Reflection ×

27. Heating system steam pipes overhead

28. Ventilation:
App. o.k. ✓ Art. ✓ Kind exhausts Loc. over steamer and in walls of workroom

29. Special prob. 0
Heat — Cold — Dust — Lint — Humid — Fumes — *
Other —

30. Strain:
Eye ✓ * Post ✓ * Lift — Press — Reach — Speed — Other —

31. Hazard: 0
Occupation — Workroom —

13-16-14

Sanitation:

31. Drinking facilities, loc. wk room Conv. ✓
Bblr. ✓ San ✗ Tank ✗ Cooler ✓ Faucet ✗ Other —
Cup, common ✗ Individ — Kind —

32. Washing facilities: If none, where wash

No.	Kind	Conv.	Cln.	Repr.	Hot w.	Soap: fur	Towels: Fur.	Ind	Pap	Com.	Often
1	long iron sinks	✓	✓	✓	✗	✗	✗	—	—	—	—

33. Toilets: Kind usual Sep ✓ If none, arngmt —
Flush, hnd ✗ Auto. ~~seat~~ ✓ Repr ✓ Plb .cl ✓ Paper ✓ Instrt ✗

No. T.R.	No. seats	Fl	Loc	Conv.	Scrn	Deg	Sngl St rm	Row in rm	Room ceil	Seat encl	Nat vnt o.k	Vnt oth rm.	Art vnt o.k	Lgt nat o.k	Lgt art o.k	Cl
1	3	2	off wkrm	✗	✗	✓	✗	✓	✓	✗	✓	✗	—	✓	✓	✓
1	3	3	" "	✗	✗	✓	✗	✓	✓	✗	✓	✗	—	✓	✓	✓

for col for white

Total no. seats 6 No. wmn. per seat 16 white women to 1 seat, 11 col to 1 seat.
Clng. by girls ✗ Men ✗ Jant. ✓ Janitress ✗ Other ✗ No resp ✗
Swept reg. ✓ Freq daily Wrk. hrs ✓ Scrub reg ✓ Freq wkly Wrk. hrs ✓

Service and Welfare.

34. Lunchroom, combined with 0 Prov. ✗ Kind —
Loc — Equip o.k. — Cln — Lt. nat — Art — Vent. o.k. —
Prov. hot food, drnk only ✗ Cooking convncs ✗ Supr ✗ If None ✗

35. Restroom, cmbd. with 0 Prov. 0 Loc — Equip. o.k. —
Cln. — Lgt. nat. — Art — Vent o.k. — Supr — If none —

36. Cloakroom, combined with 0 Prov. ✓ Loc wkrm Conv ✗ Lkr ✗
Shlv. ✗ Hngr ✓ Wl. hk ✓ Seats ✗ Cln ✓ Lgt. nat ✓ Art ✓
Vent. o.k. ✓ Supr ✗ If none, — lkr — shlv — hngr — Wl. hk —

37. Health Service:
Hosp. ✗ Chg. of ✗ Dr. reg ✗ On call ✗ 1st aid ✓
Chg. of telephone Med. exam. ✗ Health rec. ✗ Acc. Rec. for insurance
Comp. ✓ Kind acc. w. almost none to women

38. Other welfare: ✗

13-16-14

FACTORY SCHEDULE, Sheet 5

39. Occupations	Seats			Foot rest		Uniform						
	Kind	Adj.	No o.k.	Kind	Need	Needed Safe	Needed San	Req. by Co	Furn. by Co	Kept by Co	Kind Girl	Misc by girls
Sit all	~~[illegible]~~	X	✓	1	X							
Stand												
Sit or st.												

The stemmers here had an unusual arrangement. They were ranged in rows. Two rows with backs toward each other. Between the rows was a moving belt carrying the stemmed tobacco to a large container at end of room. The stemmers sat on a board built into a box like arrangement. In front of stemmer and to her side was a table like arrangement from which the tobacco with one movement of hand could be pushed onto moving belt. The stemmer sat astride the board seat. Some had backs others did not. About all had cushions arranged to sit on. The firm built the seats and table arrangement to please workers. Stated they preferred to sit astride. The stems are dropped at workers side inside the stall. Partition about 3 ft high between each worker

13-16-14

FACTORY SCHEDULE, Sheet 6

40. Occupations:

Occupations	Total no. empls.				Women						Men					
	Total	W	M	Chn	Piece		Time		T & P		Piece		Time		T & P	
					W	C	W	C	W	C	W	C	W	C	W	C
stemmers		80	80		48	33					50	30				
general			42										15	27		
office			5										5			
					48	33										

R. J. Reynolds Tobacco Co. Maysville. 13-16-14

TOBACCO FIRM.

1. **Product:** Smoking tobacco smoking + chewing tobacco

   Cigarette filling —

   Filling for plug —

2. **Season:** Months stemming is done. May to Jan. Months rehandling is done. Jan to May.

3. a. Kind of tobacco burley

   b. Process of wetting steam

4. Process:

   a. Hand or machine hand.

   b. Full length of stem. good leaves of .04½ grade 21 in Fork stemming. X

      " " of .04 grade 26 in

Rate 5. a. Description whether weight includes:

   (1) Leaf and stem. Leaf wet or dry when weighed. X

   (2) Stem only. yes stem only.

   (3) Leaf without stem. X

   b. Designate whether pay is for :

   Pound ✓

   100 pounds —

   Number of leaves —

   Caret —

   Hour —

   Day —

6. Bonus: no.

7. Output: Pounds per day or hour, if possible, per person.

Manager said about 35 lbs per day for average worker. From records of past year think this is high would put it at 30 lbs or less.

R. J. Reynolds Tobacco. 13-16-14

29* There was a noticeable absence of dust & fumes in this plant. A huge exhaust over the steamer with revolving fans carried all fumes out side the building.

The tobacco was brought down after steaming to the 1st floor by means of a large pipe. The exhaust worked on this and no fumes were noticed in the stemming room.

30.* There would be a strain on eyes of workers from unshaded lights. Room was very large and lights would come with in the range of workers eyes.

30* There is a question in agents mind as to whether the constant sitting astride of the board seats would cause a strain on women workers. One stemmer interviewed stated she preferred to sit astride. But whether it is injurious or not should be looked into.